

essentially apply to type-metal, which seems to be treated as "dead stock" in 1933 with the concurrence of the Examiner, Government Press Accounts. Certain difficulties in stock-taking, etc., of this commodity have come to notice and the Government of India were apprised of some of them in this office letter No. 2224-A & F, dated the 26th July 1933, when sanction was requested in the writ-off of certain deficits disclosed in the quinquennial stock-taking in the Government of India Press, New Delhi. The matter has been dealt with in extenso by me in consultation with audit and I consider that the following detailed instructions are necessary to ensure uniformity and proper accounting of this commodity in the presses.

2. One important change consequent on the suggestion accepted by audit will be that there will be no "type" in the major presses except display type, vernacular type, wood type, brass type, nickel-faced type, etc., which the press is not equipped to manufacture and have to be obtained from outside sources. As such there will be no "manufacturing charges" on account of type in any of the presses. These charges which are at present debited to the budget head "Renewals and Replacements from the Depreciation Fund" at the end of the year constitute a charge on the Depreciation Fund of the press concerned and in the new definition, these charges will be debited to the working expenses of the press. Consequently these charges have to be distributed over the various sections of the press in the preparation of Statement I of the costing scheme. Also, the existing orders under which the press was entitled to recover the manufacturing cost of the type supplied to other presses including the Government of India Presses will have to be modified. This has been done in the instructions attached.

4. I would therefore request the formal approval of the Government of India for the issue of the instructions attached which should be brought into force with effect from the 1st April 1933.

(Extract from letter No. 22236-A & F, dated the 6th October 1933, from the C. P. & S. I., to the Department of Labour.)

Instructions for the stock-taking, accounting, etc., of type and type-metal in the Government of India Presses.

With reference to your letter No. 22236-A & F, dated the 6th October 1933, I am directed to say that, pending a closer scrutiny by the Accountant General, Central Revenue, during test audit, the Government of India agree to the adoption tentatively of the enclosed instructions for the stock-taking, accounting, etc., of type and type-metal in the Government of India Presses, with effect from 1st April 1933.

INSTRUCTIONS FOR THE STOCK-TAKING, ACCOUNTING, ETC., OF TYPE AND TYPE-METAL IN THE GOVERNMENT OF INDIA MAJOR PRESSES.

1. (a) All type (excluding display type, vernacular type, wood type, brass type, nickel-faced type, etc., which the press is not equipped to manufacture and have to be obtained from outside sources), mono-metal, line-metal, stereo-metal and other type-metal, including antimony, lead, tin, bismuth, metal reviver and other elements used for rejuvenating metal shall be designated "type-metal" and treated as a dead stock article.

(b) Display type, vernacular type, wood type, brass type, nickel-faced type, etc., which the press is not equipped to manufacture and have to be obtained from outside sources shall be designated "type" and treated as a dead stock article.

Note.—Under the above definition, ordinary type at present in use in some of the presses, e.g., Simla, Calcutta and New Delhi, will be treated as "type-metal" while in others, e.g., Form Presses, Aligarh and Calcutta, it will be treated as "type" only, as in the latter presses there is no equipment for manufacturing the article in question.

2. (a) Type-metal is not to be covered in dead stock ledgers until it is actually brought into use. The ledger should be maintained in sections—one section for each branch of the press using the commodity—and the value and quantity of issues to each branch should be posted to the respective section of the ledger. (Inter-branch transfers of type-metal inside the press need not be accounted for.) The grand total of the various sections shall form the basis for stock-taking.

(b) Type will be accounted for separately for each class in the dead stock ledger as at present. No attempt need, however, be made to account for each class in use by detail of bodies.

3. (a) The value of unserviceable type-metal that may be finally rejected should be written off in the ledger section concerned at the average rate as arrived at by dividing the book value of the type-metal registered in the ledger by the total quantity as disclosed by the ledger at the time of such rejection.

(b) The value of unserviceable type that may be finally rejected should be written off the ledger, at its book value. If, however, any such type is put back into circulation in one of the mechanical composing sections, the value and quantity of such type shall be deducted from the ledger account concerned and added to the type-metal in use in the appropriate section of the ledger.

4. Depreciation at the rate fixed must be calculated and written off annually in the ledger at the rate prescribed both in value and quantity in the case of type-metal and value only in the case of type, as in the former case the loss in value is mainly quantitative while in the latter such loss is qualitative only.

The stock found in each section on physical verification at the end of every five years will form the basis of distribution of the depreciation (in value) over the various sections for the preparation of Statement I of the Costing Scheme for the succeeding quinquennium.

5. The loss in quantity of type-metal that occurs in a press is primarily due to loss on account of dross, evaporation, etc., in melting and although it is not possible to exercise a strict control on this loss, a portion of it at least can be watched and for this purpose a statement on the lines of the attached form No. 1 should be maintained.

6. Stock-taking will be done quinquennially as at present, care, however, being taken to see that type and type-metal including standing matter are actually weighed wherever possible. Estimation of weight should be resorted to only when actual weighment is not possible. The excess or deficit should be adjusted both in the value and quantity in the stock ledgers with the sanction of the competent authority.

7. (a) In view of the new definition of type-metal it is evident that there will be no "manufacturing charges of type" in future. The cost of operating the mechanical casters, etc., will therefore be treated as current expenditure and distributed to the various productive sections of the press as outlined below—

(b) Such of the mono casters (including sets casters) as are entirely engaged in producing sorts required for the correction of monotype set matter should be attached to the mono section. The other casters, viz., those engaged in producing founts, sorts, etc., for hand composition as well as for the correction of mono-type set matter should remain in the "Type Foundry" of which section metal melting, stereotyping and the necessary equipment will form a part—except in the case of the Forms Press, Aligarh, where stereotyping will continue to be a separate

(c) The cost of the type foundry as worked out at present but excluding the value of the metal issued to the branch should be exhibited in Statement I of the Costing Scheme as heretofore but it should appear in all cases under part II thereof "Service branches distributed under part I" in the same way as the Mechanical Branch is treated at present. A new sub-head of charge "15a—Type Foundry" should also be opened in this statement for the purpose of exhibiting the distribution of the cost of the type foundry over the various branches of the press. The basis for distribution of the individual items of charges in the type foundry should as far as possible be the work done by the foundry for each branch of the press. An additional working compilation sheet as in the attached form No. 2 is therefore introduced to facilitate distribution.

8. (a) The Government of India orders contained in their letter No. A-463, dated the 23rd December 1935, from the Department of Industries and Labour, in regard to the adjustment of the manufacturing charges of type, etc. should be modified in so far as they relate to the manufacturing charges of type. Such charges will be arrived at from column 5 of the new compilation sheet referred to in paragraph 7(c) above and intimated to the receiving press along with the value of metal utilised. The value and quantity of such metal will be reduced in the dead-stock ledger of the supplying press and brought on to the ledger of the receiving press. If that press is the Forms Press at Aligarh or Calcutta, the manufacturing charges will be added to the value of metal and the total accounted for as a receipt of type in the stock ledgers of that press.

(b) The last item, with the footnote pertaining thereto, under the head 'Ten per cent.' in the Annexure to the late Department of Commerce and Industry letter No. 6454, dated the 12th July 1918, is hereby deleted. The following items may be added in its place:—

Type metal.
Type.

9. These instructions do not however apply to the accounting of these commodities in the store ledger of the press for which purpose the existing instructions should continue. (Extract from letter No. A-463, dated the 16th January 1936, from the Government of India, Department of Labour, to the Controller of Printing and Stationery, India.)

FORM No. 1

Type Foundry

Outturn sheet of the Metal-melter.

Date.	Quantity received (weight of metal prior to Melting).	Quantity delivered (weight of metal after melting).	Loss in melting.

FORM No. 2
WORKING COMPENSATION STATEMENT
II. S.A.
154. Type Foundry.

Item of Charge	Hand	Line	Mopos	Supplies to Outside offices	Total	How distributed
1	2	3	4	5	6	7
<i>Operators.</i>						
(1) Machine Cylinder	(1) To be distributed over columns 2, 4 and 5 in a fixed ratio.
(2) Metal meller	(2) To be distributed over columns 2, 3, 4 and 5 according to the quantity of metal melted.
(3) Sacerdote, etc.	(3) To be distributed over columns 2, 3, 4 and 5 in a fixed ratio.
(4) Over time in absence, leave payments in absence, etc. (other than gratuity, if any).	(4) To be distributed in the same ratio as the pay of the operative concerned.
(5) Branch supervision, Auxiliaries and Branch menials, Officers, Foremen, Allowances, Contingencies, Supplies and Services, Mechanical, Depreciation on Plant, Machinery and Buildings, Interest on buildings, Leave allowances out of India, Pension, etc., Stationery, Proof paper, etc., Audit charges, Sundry (other than gratuity).	(5) To be distributed over column 2, 3, 4 and 5 in a fixed ratio.
(6) Value of metal	(6) That portion of metal used for manufacture for outside agencies to be debited to column 3.

134 Adjustment of cost of Lino slugs.—The Lino slugs required for printing work for the Posts and Telegraphs Department are usually prepared by the New Delhi Press and supplied to the Aligarh Press. The cost of composition and other charges incurred by the New Delhi Press should be included by that press in the monthly statement of debits against the Posts and Telegraphs Department. The slugs should be sent "freight-to-pay" to the Aligarh Press and the metal after use, if returned, should be forwarded "freight-paid" to the New Delhi Press. These and other incidental charges borne by the Aligarh Press should be debited to the Posts and Telegraphs Department.

2. The slugs should ordinarily be returned to the supplying press. If, however, these are retained by the Forms Press, Aligarh, the value and quantity of the metal should be brought on to its dead stock ledger.

OFFICE PROCEDURE

Administration and Accounts Branch

GENERAL

The Printing Department is established for the execution of the printing work of the Government of India, the presses at present existing for this purpose being the Government of India Presses at Calcutta Simla and New Delhi and the Forms Presses at Calcutta and Aligarh—the work of the latter being confined to work for the Indian Posts and Telegraphs Department. A limited amount of form work is executed by outside contractors. Each press is in charge of a Manager under the orders of the Controller of Printing and Stationery, India. The Managers are responsible for the efficient and economical working of the presses.

No private work is undertaken by any Government of India Press, nor are supplies of printing materials made to private presses or bodies.

131. Assistant Manager.—The Assistant Manager (Overseer in the case of the Forms Press, Aligarh) will assist the Manager in the technical work of the press. He should be a thoroughly trained printer and capable for supervising the working details of every branch of the press. He will acquaint himself with the Cost Accounting system and Depreciation Fund rules. He shall have control of all workmen employed in the press and be responsible for the prompt and careful manner in which the work is executed. He must exercise a close supervision over the workmen and see that all men on salaries give a proper daily outturn. He will see that all material, the property of Government, receive proper treatment at the hands of the workmen, and that all machinery and fittings are maintained in a state of the highest efficiency. He shall in particular exercise a strict supervision over the supplies sent in to the press by the various contractors and see that the quality contracted for is in every instance rigidly adhered to. He will bring to the notice of the Manager for further action all supplies which are not up to standard or according to sample. He is responsible for issues of Dead Stock articles disposed of and no such article will be allowed to leave the press premises except under his signature. (Pg. 232-1, d. 27-8-24.)

The Assistant Manager is not authorised to engage, promote, degrade or dismiss any workman but his reports shall be considered before any workman is engaged, promoted, degraded or dismissed. He may for the purpose of work transfer men from one branch to another, provided the transfer does not entail a reduction of rank, grade or earnings; and all workmen under pain of dismissal shall obey his orders in this respect.

132. Head Assistant.—The Head Assistant in Calcutta and New Delhi (the Head Clerk in the other presses), is responsible for the general supervision of the clerical establishment. He should see—

- (a) that all letters and indents received are duly registered and passed on to the branches or sections concerned, and when finally dealt with, are properly recorded;

- (b) that all work ready for despatch is properly packed and duly sent out by the prescribed mode, and all work vouchers are duly receipted and returned for production when required;
- (c) that file copies of all such work are carefully maintained;
- (d) that all instructions received from the several branches and sections for the issue of replies or reminders are carefully followed out; and
- (e) that all letters issued are intelligently and briefly registered and office copies preserved.

Note.—The Head Clerk in Aligarh Press in addition watches work in the Forms Store Accounts, etc. The Accountant in the Forms Press, Calcutta, has also to perform the duties of the Head Assistant and Cashier in that Press.

Questions in the Legislature.—The disposal of questions in the Legislatures should be given precedence over all other work and enquiries made by the Headquarters office should be returned with replies within twenty-four hours of their receipt. This procedure may be exceeded only when it is essential to do so and in such cases an explanation should always be given for the delay. When a delay is likely to occur the Headquarters Office should be informed at once so that the question of giving an ad interim reply may be considered. (C. P. & S. I. Memo No. 31/26/33-A & F., dated 14th September 1933.)

Reports and Returns.—He should also see that the reports and returns specified, are prepared by those responsible in time for submission to the officers and departments by the dates mentioned:—

Statement of Returns showing date of submission, etc.

Serial No.	Details of Return	Period required	Date due	Places by which submitted	To whom submitted
1	Register of letters, etc., issued (D.K.) and Service Sheet Account	Monthly	1st	By all Presses in Aligarh.	Malaga.
2	Statement showing earnings of workmen on piece and on time with average earnings per hour.	Do.	15th	Calcutta, New Delhi.	Do.
3	File Fund to be deposited in Post Office Savings Bank.	Do.	10th 15th 15th in New Delhi.	By Presses.	Do.
4	Statement showing consumption of store articles.	Quarterly	15th January, 15th April, 15th July, 15th October.	Calcutta	Do.
5	Order of work standing in line.	Monthly	10th	Calcutta	Departments concerned.
6	Statement showing deposits in Post Office and refunds of unutilized pay and deductions for courts.	Do.	10th 15th in the case of New Delhi.	All Presses	Do.
7	Cash Accounts, Part A	Do.	15th	Calcutta, New Delhi, Simla.	Do.
8	Cash Accounts, Part B	Weekly	Weekly	Do.	Do.
9	Departmental Register	Fortnightly	1st and 15th	Calcutta, New Delhi.	Do.
10	Working Cost Abstract Book	Monthly	15th	Do.	Do.

Statement of Returns showing date of submission, etc.—contd.

Serial No.	Details of Return	Period required	Date due	Prepared by whom submitted	To whom submitted
11	Annual indent for local stores purchased through the Stationery Office or the Indian Stores Department.	Annually	As and when required.	By Press, all	D. C. S., Calcutta
12	Progressive statement of expenditure.	Monthly from August.	15th (Sept. to April).	Do.	Controller.
13	Gradation list of the clerical establishments.	Annually	15th April	Do.	Do.
14	Assessment of the cost of research and experiments in the Mechanical Section in the Government of India Press.	Do.	1st week of March.	Do.	Controller and A. G., C. R.
15	List of officers of the Department of Labour.	Half-yearly	15th June, 15th November.	Do.	Controller.
16	Statement of expenditure incurred in executing printing work for the Paying Departments.	Monthly	15th	Do.	Controller and A. G., C. R., New Delhi.
17	Statement of actual deficit for the whole year against Paying Departments.	Annually	As soon as possible after end of year.	Do.	Do.
18	Book value of plant, etc., disposed of.	Do.	15th July, 15th October, 15th January, 15th April.	Calcutta, Simla.	A. G., C. R.
19	Statement showing cost of printing specifications.	Monthly	25th	Calcutta	C. I. S. & C., Coimbatore.
20	Statement showing printing work done for various medical stores depots.	Do.	15th July, 15th October, 15th January, 15th April.	Calcutta, Simla.	Individual Medical Store Depot.
21	Jury List for High Court	Do.	On or before 15th December.	Patna, Calcutta, Calcutta.	Calcutta High Court.
22	Day book of issue of paper	Fortnightly	14 & 15th	Calcutta, New Delhi	Manager.
23	Registration of motor Jery	Annually	March January	Calcutta Aligarh	Dy. Commissioner of Police. Registering Authority.
24	Annual indent for imported articles and office machinery.	Do.	15th May (1st February in New Delhi).	By Press, all	D. C. S., Calcutta.
25	Statement showing details relating to garrisoned officers in the Government of India Presses for inclusion in the list of officers under the Department of Industries and Labour.	Half-yearly	31st May, 30th November.	Do.	Controller.
26	Administration Report	Annually	30th September.	Do.	Do.
27	Indent for paper in Stationery Office.	Quarterly	15th of January, April, July and October (1st week of Feb., May, August and November, in the case of New Delhi).	By Press, all Patna, Calcutta.	D. C. S., Calcutta.

Statement of Returns showing date of submission, etc.—contd.

Serial No.	Details of Return	Period returned	Date due	From by which submitted	To whom submitted
28	List of bills outstanding	Monthly	Nil	Calcutta, New Delhi, Poona, Calcutta.	Controller.
29	Four Fund Account	Half-yearly	April and October	By Press. all	Do.
30	Statement of printing work done for offices of the Assigned Tracts of Bangalore and Mysore Residency.	Quarterly and Annually.	10th March, 10th June, 10th September, 10th December.	Calcutta, Sibs.	Controller and Secretary to the Hon'ble The Resident for Mysore.
31	Budget Estimates	Annually	1st September	By Press. all	Controller A. O. C. R. and
32	First Forecast and Revised Estimates.	Do.	31st December	Do.	Controller.
33	Returns showing seasonal composition of press establishments.	Do.	30th January	Do.	Do.
34	Total amount of depreciation during the year (April to March).	Do.	Annually	Do.	A. O. C. R.
35	Statement showing compensation sanctioned under the Compensation Act.	Do.	15th April	Do.	Controller.
36	Returns showing sanctioned strength, etc., of composition, Line and Motor operators and correctors, messengers, etc.	Monthly	At the end of each month.	Calcutta, New Delhi, Sibs.	Do.
37	Statement showing requirements of fresh work for following week.	Weekly	Weekly	Do.	Do.
38	Annual Index for spare parts and other imported printing stocks.	Annually	As and when received G.O.	By Press. all	D. C. S., Calcutta.
39	Annual Establishment Return as it stands on 31st April. (For instructions see C. P. and S. U. O. I. No. 22/30/31-A, and F., dated 11th January 1936).	Do.	15th May	Do.	Controller and New Delhi.
40	Acknowledgments of permanent advances (press).	Do.	15th April	Do.	A. O. C. R.
41	Returns of workers under Workmen's Compensation Act.	Do.	1st February	Do.	Chief Inspector of Factories concerned.
42	Annual Return of Factory with statement of wages.	Do.	15th January	Do.	Inspectors of Factories, Poona, Lucknow, Patna, Calcutta, U. P., Coimbatore.
43	House- rent Statement	Monthly	Nil 20th	Sibs New Delhi	Exec. Officer, C. P. W. D., New Delhi.
44	Income-tax Returns	Do.	April	By Press. all	Taxation Officer.
45	Timing of Festivals and Holidays.	Do.	27th	New Delhi, Sibs, Allahabad.	Inspector of Factories, Lucknow, and Assistant Inspector of Factories, Delhi, and Chief Inspector of Factories, Coimbatore.
46	Statement showing the amount of sale from 20th.	Half-yearly, Monthly.	Half-yearly, Monthly.	Calcutta, New Delhi, Sibs.	Controller, Poona.

Statement of Returns showing date of submission, etc.—contd.

Serial No.	Details of Returns	Period required	Date due	Passed by whom submitted	To whom submitted
47	Sale proceeds of games	Annually	Annually	State	Manager, C. P. N. Calcutta.
48	Final Forecast estimates	Do.	1st week of March	By Finance	all Controller.
49	Proposals for new items of expenditure	Do.	10th July	Do.	Do.
50	Returns under the Payment of Wages Act.	Do.	February	Do.	Chief Inspector of Factories, etc.
51	Recommendations for Indian Taxes.	Half-yearly	1st January and August	Do.	Controller.
52	Statement showing printing work done for Registrars and examination of Applications on all India basis.	Annually	1st week of May	State, New Delhi.	Government of India, Central Department.
53	Statement showing printing work done for Registrar of Companies.	Annually	15th April	All States except Allahabad.	Controller.
54	Statement showing details of articles supplied by the Stationery Office.	Quarterly	1st week of July, October, January and April.	By Finance	all D. C. S. C. etc.
55	List of surplus stationery and other articles.	Annually	1st week of April	Do.	Do.
56	Statement showing printing work done for the Indian Stores Department and its attached and subordinate offices.	Do.	15th April	State, Calcutta, New Delhi.	Controller.
57	Statement showing printing work done for Manager of Publications Delhi.	Do.	Do.	State	Manager of Publications.
58	Statement showing printing work done for Opium Agent, Ghazipur.	Do.	2nd October	Do.	Opium Agent, Ghazipur.
59	Statement showing printing work done for Prammer Societies, etc.	Do.	June	Do.	Committee, N. W. F. P. Patna.
60	List of employees whose services have been retained beyond the age of 55 years.	Do.	15th April	By Finance	all Controller.
61	Statement showing average output per hour and status of better earned by Lino and Mosa Operators.	Monthly	5th	State	Manager.
62	Statement of excess and deficit in output of Hand Compositors and Maktormen.	Do.	Do.	Do.	Do.
63	Short output statements of Lino Mencomen and Mosa Compositors.	Do.	Do.	Do.	Do.
64	Output statements of Castor Attendants.	Do.	15th 5th	New Delhi State	Do.
65	Statement showing allotment of quarters placed at the disposal of the State Press.	Annually	Annually	State	State and East office, C. P. W. D., New Delhi and the Ex. Engineer, State, Central Division, State.
66	List of publications likely to be issued.	Monthly	1st week	Do.	Manager of Publications.

Statement of Returns showing date of submission, etc.—contd.

Serial No.	Details of Return	Period required.	Due date.	Places by which submitted.	To whom submitted.
65	Proceedings of the Works Committee meetings.	Monthly	Early in the month.	By all agents Punjab, Columbia.	Controller.
66	Statement showing the cost of work done for the Civil Secretary, Adm.	Quarterly	10th of January, April, July and October.	New Delhi	Controller and A. G., C. E.
69	Classified statement showing the approximate expenditure incurred in connection with the work done for the Military Department.	Monthly	10th 22nd 1st 15th 28th of	By all Punjab except Algarh.	Controller.
70	Half Yearly statement showing the cost of work done for the Adm. Administration.	Annually	10th April	New Delhi	Controller and A. G., C. E.
71	Proforma estimate of Printing Works.	Do.	1st November	Do.	D. C., S., Columbia.
72	Stock-taking list of General Stores, and print and book-binding material, etc.	Do.	15th June	By all the Stores.	Controller.
73	Stock-taking list of furniture	Do.	June	Punjab, Columbia, Algarh.	Do.
74	Capital and revenue account of residential buildings.	Do.	20th October	Algarh	A. G., C. E.
75	List of holidays to be observed in the following year.	Do.	22nd December	Do.	Controller.
76	Conflicts of Postal Service	Do.	1st week of April.	Do.	D. A. G., P. and T., Delhi.
77	Financial review of Stores Account.	Do.	1st week of October.	By all Stores.	Controller.
78	Estimate of paper in tons	Do.	30th June	Algarh	D. C., S., Columbia.
79	Estimate of oil fuel	Do.	15th July	Do.	Do.
80	Estimate of salt, lubricants, grease, etc.	Do.	25th July	Do.	Do.
81	Estimate of ink, Rubber composition and glue.	Do.	9th August	Do.	Do.
82	Estimate of binding material	Do.	23rd August	Do.	Do.
83	Estimate of hardware, general stores, printing, etc.	Do.	31st October	Do.	Do.
84	Estimate for stitching wire and brass tubes.	Do.	1st week of November.	Do.	Do.
85	Estimate for wooden furniture.	Do.	Do.	Do.	Do.
86	Estimate of metal	Do.	Do.	Do.	Do.
87	Index for stitching wire and brass tubes.	Half-yearly	7th and 20th February and August.	Do.	Do.

Important files and unofficial cases.—The head assistant also deals with all special administrative matters under the direct orders of the Manager, and with all unofficial references made by departments, and by the Controller of Printing and Stationery, India. A register must be maintained for all unofficial receipts and issues, and care should be taken to see that replies to them are not, on any account, delayed. The branches concerned should be reminded of any outstanding cases, and failing immediate attention, the matter should be brought to the notice of the Manager.

Handbook of the Government of India Presses.—He will bring to the notice of the Manager all changes necessary in the Handbook for further reference to the Controller of Printing and Stationery, India, who will arrange for the issue of amendment slip. It may be noted that most of the specimen forms given in the Handbook are those in use in the Government of India Press, Calcutta, and they may be adopted in all the other presses with minimum modifications where necessary to suit local conditions.

Much of the routine followed by the Form Press, Aligarh, differs from that outlined in the Handbook, which is based on the procedure of work in the major Government of India Presses, and not always suitable for the Form Press, Aligarh. That press should, however, endeavour to follow the general principles laid down in this Handbook.

The head assistant in Calcutta and New Delhi (the head clerk in Simla and Aligarh), is responsible for seeing that the routine work involved in the work docket system detailed below is properly carried out:—

Work docket system.—Immediately on receipt in the press, and after entry in the receiver's registers, every job is enclosed within a Work docket, in which the essential particulars are inserted, and made over to the Assistant Manager or Overseer.

Work Docket¹

GOVERNMENT OF INDIA PRESS, _____				Acknowledgment Slip Press Reg. No. _____ When read _____	
WORK DOCKET					
Date	F. O. Reg. No.	From	Dept.	From RECEIVING To _____ Date _____ Time _____ Received _____	
No. of MS. pages	Subject			Press Reg. No. _____ When read _____	
proofs wanted by		copies wanted by		From COMPOSING To _____ Date _____ Time _____ Received _____	
SPECIAL INSTRUCTIONS					
_____				Press Reg. No. _____ When read _____	

¹A special work docket form suitable for Formwork is in use in the Aligarh Press, and the Head Assistant, Form Press, deals with the issue of such work dockets.

1-12		Month		Year	
Type	Measure	Sec.	Div.	Type	Measure
		Mch. When performed			
		When sent			
		When received in C. B.			

Sent to Reading Section for _____ reading on _____	Returned back on _____
Proof	Date

*To be filled by the Reader.

Number of printed pages	1st Floor		2nd Floor		3rd Floor		Number of copies printed
	Sent	Returned	Sent	Returned	Sent	Returned	

Paper to be used _____

Sent to Machine Room on _____ Printed off on _____ First copy reached the Binding Branch at _____ (Date and time)

Sent to Depository _____ (Date and time)

(To be filled by B. 1.)

Copies despatched under Acknowledgment Voucher No. _____ dated _____

From Bureau

To _____

Date _____ Time _____

Received _____

From Regt. No. _____

When sent _____

From Comptrol

To _____

Date _____ Time _____

Received _____

From Regt. No. _____

When sent _____

From Bureau

To _____

Date _____ Time _____

Received _____

From Regt. No. _____

When sent _____

From Comptrol

To _____

Date _____ Time _____

Received _____

From Regt. No. _____

When sent _____

From Machine

To _____

Date _____ Time _____

Received _____

From Regt. No. _____

When sent _____

From Bureau

To _____

Date _____ Time _____

Received _____

Daily work progress book.—The Receipt clerk will enter in the work docket the date for despatch of the job, if indicated by the department sending the requisition. If no date for completion is given, a date will be fixed by the Assistant Manager, and an entry in the page allotted to that particular date will be made by the Receipt clerk in his *Daily Work Progress Book*. The Assistant Manager or Overseer will mark on the docket the Section or Branch to which it will be sent. The Receipt Clerk will then send all the dockets to General Foreman, who will transfer the job with the work docket to the Section Holder or the head of the branch concerned. On completion of work in each branch the job with the work docket will be transferred to the branch next concerned. All letters, special instructions, etc., received during the progress of the work will be filed in the work docket so that they may be available in all the branches. The branch transferring will fill in the acknowledgment slip, and immediately forward it to the Receipt clerk, duly signed, to enable him to keep in touch with the progress of the job throughout the branches. The information given on the acknowledgment slip will be entered in the *Daily Work Progress Book*. On completion of the job it will go together with the work docket to the

despatcher, who, after despatch, will forward the work docket to the Record Keeper, who is responsible that it is carefully filed together with its contents.

In the Forms Presses the procedure outlined in this paragraph is not observed. The work in its various stages is supervised by the Forms Store Branch in the case of the Forms Press, Aligarh, and by the Press Foreman in the case of the Forms Press, Calcutta.

Daily Work Progress Book

(This form to be despatched to-42-1)

Date originally filed _____ 19 ____

Date of Receipt.	Press Register No.	A. O. P. No.	Apprent. No. of job.	Urgent, immediate or delayed.	Proof for copies.	COMPOSITION.		MACHINE.		BINDING.		Voucher No. if not despatched to-42-1. Date to be changed.
						Received.	Seen for Printing.	Received.	Seen for Binding.	Received.	Seen for Despatch.	
						Date.	Time.	Date.	Time.	Date.	Time.	

Work Docket for Payment Work.—The Work Docket for Payment Work, which is specially printed on coloured paper, will eventually be returned to the Head Computer by the despatcher, after despatch of the job. The former will work out the amount from the docket referred to and pass on the working sheet along with the docket to the accounts section, which will prepare a bill and send it out immediately for the recovery of the amount. The Work Docket for Payment Work is similar to the docket on previous page, except that a check slip is attached, which is detached and sent by the Receipt clerk direct to the accountant before issuing the work docket to the General Foreman.

Check Slip attached to Payment Work Docket.

ACCOUNTANT,	Received slip for
Emp. No. _____	Emp. No. _____
is to be used by you as payment work for which a bill is to issue. Watch for receipt of necessary files and documents for completion of the job.	_____
	Signature.

Arrear list.—At the end of each month, the Receipt clerk will compile from his Work Progress Book a list of work which has been sent out in proof and which has been outstanding over a month. The list will be sent to the Head Assistant to enable necessary action to be taken with the officer, or department concerned.

Arrear list and particulars of work standing in type for more than a month.

Press Regt. No.	Name of work.	Size.	No. of pages.	When sent out.	Length of time in type.	Office of the Department.

Confirmed that I know the parts of types of the regt. nos. shown in this list are standing in the Press.

RECEIVING AND DESPATCHING SECTION

133. *Dink receivers.*—All letters and indents received by post are opened in the presence of the Manager, and will be passed on to the receiver concerned through the Assistant Manager.

All confidential and secret covers are opened by the Manager, or Assistant Manager. Receipts under all other heads are diarized by the receivers in the *Inward Register of Letters Received* and passed on to those concerned. All unofficial cases are, on receipt, submitted to the Manager, and, as soon as passed out, made over to the head assistant, who maintains the *Unofficial Register* and deals with all unofficial references.

Inward Register of Letters received

General No.	Date of receipt.	From whom.	Forwarding office.		Subject.	Disposed of by Outward No. or file.	Case No. (if any).	Remarks.
			No.	Date.				

134. *Register-keepers.*—Press letters and requisitions are registered departmentally, in the *Printing Office Register* and made over in the work docket, by the head assistant after being entered in the *Work Progress Book*, to the overseer of the branch concerned.

Printing Office Register

Name of Department _____

Date of receipt.	Requesting No. and Date.	Indicating office.	Description of work.	No. and date of latest issue, if any, Diary No.	Press Register No.	Section.	When due.	No. of copies printed.	Details of Dispatch.			Remarks.	
									Supplied to		Voucher No.		Date.
									Dept.	C. P. R.			
									No. of copies.	No. of copies.			

Note.—All work whether for printing or binding should be entered here. If any work is sent to private presses for execution, the fact should be noted in the "Remarks" column with the exact number number and the amount bill. Chargeable work should have a separate register.

Transit book.—Register-keepers will see that every letter or document made over to any branch or section is sent in the *Transit Book*, and that an acknowledgment is received for the same.

Trust book.

Date.	Diary No.	Reg. No. and Department.	Section or Branch.	Register's Initials.

Register-keepers are held responsible that no form or work is registered in the press, for which no sanction has been obtained by the officer or department concerned. A Register of Sanctioned Work will be maintained. These rules must be rigidly adhered to.

Register of Sanctioned Work

Name of Department _____

Date of Receipt.	Letter No.	Diary No.	Description.	Section to which allotted.	Date of order sent to C. P. & S.	Remarks.

Registering ordinary work.—In registering, particular care should be taken that the departmental initials are neatly written, as any discrepancy is likely to result in the charge for one department falling on another, or charges recoverable in cash from a particular officer never being recovered at all.

Registering payment work.—Work, for an officer not entitled to free printing, should be registered in a separate "Payment" register, and should bear the initials "C.P." clearly prefixed to the register number. This is essential for the eventual recovery of the cost.

Non-registration of letters.—On no account should any letter or indent be allowed to leave the registry section before it is properly registered. Serious notice will be taken, if any one is found in possession of a letter which has remained unregistered for more than 24 hours.

Requisition form.—Register-keepers should see that all work is accompanied by the standard requisition form properly filled in.

Reminders.—In the case of reminders, etc., register-keepers should look up and note all references to previous correspondence, the register numbers of the work in question, and the particular section doing the work, before sending them to the overseers or heads of branches.

Filing letters.—The file system given in Appendix I of the Manual of Office Procedure introduced in 1924 for the Office of the Controller of Printing and Stationery, India, should as far as possible be followed.

155. Despatch Branch.—In despatching printed copies of any work, despatchers should see that they are accompanied by a file copy of the job showing the printing office register number, the date and the number of copies, and signed by the section-holder concerned. They should also see that the requisition ordering the supply is within the work docket, and refer to the same when preparing the *Despatch Voucher*.

Despatch Voucher

MANAGER, GOVERNMENT OF INDIA PRESS, _____

Despatch Voucher No. _____

ADVISE DATE OF DESPATCH BY _____ FROM _____ AND ACKNOWLEDGMENT VOUCHER. _____
COPIES

P. O. No. _____	
Despatch Voucher No. _____	Forwarded to _____ By _____ Date _____ 19 _____ Particulars of work _____ _____
Requisition No. _____	
No. of copies _____	
Received the _____ day of _____	By _____ Of _____ At _____
Type to be sent standing-distribution.	

Note.—For despatching publications to the Central Publications Branch special form C. P. B. 29-S. should be used.

Numbering of vouchers.—The press vouchers used in the section for the despatch of printed copies and proofs, should have only one running number for the year.

Work files.—The despatcher is responsible for the regular filing of work dockets and files of the work done. They should be arranged departmentally, in the order observed in the printing office register, with the voucher numbers noted on them. When supplies are made in part, the file copies should be returned to the case room for completion of the balance, all delays in the receipt of the balance due being brought to the notice of the Assistant Manager.

Requisitions disposed of.—After despatch, the work dockets are marked off by the despatcher for filing, and handed over to the register-keeper to mark off his register as filed.

Modes of despatch.—Beyond the limit of four look packets, the post should not be resorted to in despatching supplies to any individual address. Bulkier supplies should be sent by rail, care being taken that nothing is despatched by passenger train, except when specially desired, or when extreme urgency is otherwise indicated in the requisition. The despatcher will be liable for any claims arising out of improper recourse to passenger trains. In cases of large consignments by goods train, discretion should be used as to whether a small portion should not be sent by post as an advance supply, intimation being given in the despatch voucher of action taken in regard to the balance. All despatches should be entered in the *Outward Register of Railway and Steamer Parcels*.

Outward Register of Railway and Steamer Parcels.

Serial No.	Voucher No. and date.	Officer's name.	Station.	No. of parcels.	Date sent out.	Date R/R or steamer arrives and date parcels received.	R/R No. and date.	Date R/R posted.	Remarks.

All bulky overseas consignments shipped via the port of Calcutta should be despatched through the Deputy Controller, Stationery, who has undertaken the duties of an Agent, Government Consignment, and those shipped via Bombay should be despatched through the Deputy Manager, Bombay Port Trust, Hamallage, Alexandra Dock, Bombay.

Packing consignments.—The packing to be used for all rail freight consignments should be determined by the nature of the contents; form work generally and envelopes, case covers, etc., being only wrapped in gunny with a brown cartridge lining. Packing cases should be used only in cases of book work, and other important printed papers. Overseas consignments require special treatment.

Railway credit notes.—Credit notes are issued to railways for supplies intended for the army. The despatcher will be liable for any claims arising out of the injudicious issue of credit notes. Credit notes are also issued by the press for taking delivery of consignments booked by departments—"freight-to-pay". The Credit Note system should be utilised on the East Indian and North Western Railways only in cases where the amount involved is Rs. 50 or more (C. P. & S. Memo. No. 873/33-A. & F. dated 13th October 1934). Ignorance of rules will not be accepted as an excuse for such action. All doubts and difficulties in such matters should be referred to the Assistant Manager.

Railway receipts.—Rail despatches particularly those by passenger train should be followed immediately by advices, signed by the Assistant Manager and accompanied by railway receipts, per registered post.

Local delivery.—All letters and packets for local delivery shall be sent to the Despatch Branch. After necessary entries in the Despatch Register they shall be entered in a peon book and the Despatch Branch shall be responsible that they are sent to the proper addresses and receipted. All railway and overseas consignments shall also be despatched by the Despatch Branch and any contingent charges in connection therewith shall be vouched for in the prescribed Cart and Cooly-hire Book.

Despatch by post.—All letters and packets for the post shall be sent to the Despatch Branch in time for the day's post. The postal receipts obtained for parcels and registered packets, etc., shall be filed by one of the clerks in the Despatch Branch.

Service Stamps.—Service postage stamps shall be used for postage and the cost incurred on each packet or letter shall be carefully entered by one of the clerks in the Despatch Branch in the Dak Book and totalled up at the close of the day's work. The clerk who keeps the Dak Book shall be responsible for the correct tallying of his daily receipts and issues of these stamps. The Register shall be checked by the Accountant or the Head Clerk and submitted to the Manager every month.

Despatch Register.

Date.	Register No.	Person's name.	For what office.	Voucher No.	No. of copies.	Date on which the voucher returned.	Remarks.

Dak Book

Expenditure of Service Passage Stamps during the month of _____

Letter No.	Register No.	Voucher No.	To whom sent.	Station.	Book	Packet.	Amount of Passage.				Remarks.	
							Parcel.	Letters.	Rs.	a.		
					No.	No.	No.	Rs.	a.	Rs.	a.	

CORRESPONDENCE SECTION.

134. Senior assistant.—Letters.—All letters issued are signed by the Manager, to whom drafts are first submitted for approval. The drafts are made out by the senior assistant of the correspondence section, from the instructions received from the several branches of the press. Instructions for all press letters have to be approved by the Assistant Manager. Drafts involving technical matters should previously be referred to the branches concerned, before they are submitted to the Manager for approval. All "accounts" matters particularly come under this class.

Telegrams.—Telegraphic references should not be necessary except under extreme urgency. Strict economy should, therefore, be observed in the use of cables and telegrams, and express letter forms should be used wherever possible. All telegrams will be signed by the Manager.

Prompt issue of letters and telegrams.—Ordinarily, letters and telegrams should issue on the same day they are received from the branch concerned.

Records.—The records of this section should be overhauled every year, and older registers and work files destroyed under orders of the Manager, to make room for new ones. No issue letter files should, however, be destroyed on any account, nor files of any book-work of importance.

PUBLICATION SECTION.

(SIMLA PRESS.)

137. Gazettes.—Copies of the Gazette of India are printed and distributed in accordance with the instructions received from the Central Publication Branch, Delhi, and are accounted for by the Press in a Stock Book. Any surplus copies left after distribution are sent to the Central Publication Branch weekly. Sale-proceeds of any copies sold by the press are credited to Government; a yearly account being furnished to the Central Publication Branch.

NOTE.—With the exception of town copies which are distributed by the press to avoid delay, all copies of the Gazette printed by the New Delhi Press are made over, directly they are printed, to the Central Publication Branch where they are stocked for sale and distribution.

ACCOUNTS SECTION.

138. Accountant.—The Accountant, or in the case of the Government of India Press, Simla, an Upper Division Clerk selected for the duties, is responsible for the general administration and efficiency of the clerical establishment of the section, and that the prescribed routine regarding accounts questions is strictly observed. He will maintain a complete set of all the forms authorised for use in the various branches, and see that no alteration or addition is made to them except under the orders of the Manager, who will obtain the approval of the Controller of Printing & Stationery, India, if necessary.

Pay Bills.—The Accounts Section under the orders of the Accountant is responsible for the preparation of Pay Bills. Separate bills should be prepared for the clerical and industrial establishments. Pay bills of the clerical establishment should be drawn on presentation of the bills at the Local Treasury or the Accounts Officer four days before the last working day of the month to which they relate. Amount estimated to be sufficient to pay the industrial staff should be drawn from the Treasury or Bank on a simple receipt and pay bills in adjustment thereof should be sent to the Accounts Officer within 15 days of the drawal of the simple receipt. Care should be taken to see that the provisions of section 5 of the Payment of Wages Act, 1936, are complied with. Every arrangement should be made for the submission of the pay bills to the Manager for signature and despatch in time.

Administration and accounts letters.—All letters received and marked "adm." and "accounts" by the Manager are to be received by the Accountant personally, and distributed to the clerks concerned, together with any instructions necessary for dealing with them. He will be held responsible that they are dealt with expeditiously.

Remittances.—He is responsible for seeing that receipts are despatched promptly for all remittances received, after they have been dealt with in the cash section.

Payment work.—He is responsible for seeing that bills are sent out promptly for all payment work. He will receive from the head computer a check slip detached from every payment work docket, and must see that he receives from the despatcher through the head computer the docket, and files relating to the check slip, for the purpose of compiling the bill for the work done.

Manager—He is responsible for the preparation of the budget estimates, simply and accurately, for submission to the Manager. The estimates are due to be sent to the Controller and to the Accountant General, Central Finance, by the 1st September. It should be submitted to the Manager at least two weeks previous to this date, so that he may have time to examine it thoroughly.

The following instructions should be observed for the preparation and submission of Budget estimates:—

(1) The Budget estimates should be submitted to the Headquarters office by not later than the 1st September.

(2) The estimates should be prepared in final form with the actuals for the past three years completely filled in as also the Budget grant for the current financial year printed in the Book of Demands for Grants and the proposed provision for the next financial year, with clear and brief explanations for variations in the figures for these two years.

(3) The following details which are required by the Government of India should also be furnished:—

- (a) Full details in respect of the strength of the piece establishments should be clearly shown in the working sheets forwarded with the Budget estimates.
- (b) Explanations should be given in the working sheets forwarded with the estimates, in respect of cases where certain incumbents have been permitted to retain their old time scales till they have earned their next increments in these scales.
- (c) Passages in detail for the provision made for leave salary should be furnished in the 'Remarks' column of the estimates. A separate statement showing actuals of leave salary paid during the past three years, in respect of each of the various classes of workers, e.g., Operatives, Auxiliaries, etc., should also be furnished in the following form:—

	1929-30.	1930-31.	1931-32.	Total.	Average.	Provision proposed.
Operatives						
Branch establishments						
Auxiliaries						
Em.						
Th.						
Total						

(4) All new items of expenditure for which it is necessary to obtain the approval of the Standing Finance Committee of the Legislative Assembly before they can be incorporated in the Budget, should be shown separately in Part II—Fresh charges, with full reference to the communications to the Controller of Printing and Stationery, India, containing the proposal or letters to the Government of India as the case may be. No provision should be proposed for any item for which proposals have not been submitted to the Government of India.

(5) Provisions for temporary posts which are sanctioned for one year only should be treated as new items of expenditure in the following year's budget if their continuance is considered necessary, the provision for such posts should be included in Part II—Fresh charges of the estimates.

(6) In cases where lump cuts have been made by the Accounts Officer, the Controller or the Government of India in the Budgets for the current year under the head 'Deduct probable savings', such cuts should be taken into account in preparing the estimates for the next year.

(7) Budgets should be accompanied by a covering unofficial note in which all the important points should be clearly explained.

(8) Three copies of the estimates complete in all respects with the necessary statements duly signed should be submitted to the Headquarters Office and two similar copies should be forwarded simultaneously to the Accounts Officer concerned, the fact being mentioned in the covering note.

(9) Budget estimates under the head "Civil Works" in the case of Calcutta Offices only should be prepared and submitted direct by the 15th August to the Executive Engineer, Calcutta Central (Aviation) Division, Calcutta. (C.P. & S.I. Memo. No. 9/4/32-A. & F., dated 3rd July 1932.)

(10) The budget provision for pieceworkers should be made on the basis of the actual average earnings of the previous three years with modifications in the light of any increase or decrease of establishment, annual increments, etc. (Labour Dept. letter No. A627, dated 20th August 1933, F. No. 2D/57/37-A. & F.).

Un-official Memorandum No. H. Q. 2568, dated the 11th June 1933, from the Controller of Printing and Stationery, India.

As it is very essential that any new proposals which necessitate extra budget provision in next year's budget estimates should be carefully examined and reported to the Government of India in order to give the Department of Industries and Labour ample time to examine such proposals, will the Manager/D.C. kindly submit any proposals for additional machinery or otherwise by not later than July the 15th, 1933. In this connection owing to the transfer of a very considerable amount of work from the various Provincial Government Presses to the Government of India Presses, I understand the work has increased and all the Government of India Presses have been kept more than busy during the last year. If, therefore, you consider that you require any additional Monotypes or Linotypes and staff for this purpose, please submit your proposals by the above date and at the same time give details of any increase in work which you have been called upon to produce, as in order to obtain any extra or additional machinery it will be necessary to give the Department of Industries and Labour a full and detailed report on the subject.

C. P. & S. I. Memorandum No. 26/34-A. & F., dated the 8th August 1934, to all Government of India Presses.

Will the Manager kindly refer to this office un-official memorandum No. H. Q. 2568, dated the 11th June 1933, in which it was impressed upon Managers that proposals for additional machinery, etc. should be submitted to this office in advance of the budget so that adequate provision might be made in the estimates for the following year with the approval of the Government of India. These instructions have not been rigidly followed and proposals for the replacement of plant and the purchase of additional plant have been received despite the fact that no provision exists in the budget to meet the cost of the same. When sending up such proposals it is incumbent on the Manager to see that funds have been provided specifically in his budget to meet the cost of the plant and to mention this in his application for sanction and the extent to which funds are available. Except for very special reasons reappropriation from other heads to meet the cost of items not provided for will not be sanctioned.

Monthly statements.—Monthly statements of expenditure have to be despatched to the Controller by the 15th of every month. No statements are required for the first four months of the year. The first statement to be submitted will be that due in September which should show actuals up to the end of August. Thereafter the statements should be submitted monthly. It is the duty of the Accountant to see that these statements are submitted to the Manager in time, for examination before despatch.

Memorandum No. 39(3)39-A. & F., dated the 8th March 1939, from the C. P. and S. I., to all Presses and Branches.

With a view to reducing work in the Accounts Sections of the Presses and Branches of the Stationery and Printing Department, the following procedure may be adopted with effect from the 1st April 1939, in regard to the submission of monthly financial statements.

Monthly Statements of Expenditure.

No statements are required by this office for the first four months of the year. The first statement to be submitted will be that due in September which should show the actuals up to the end of August. Thereafter the statements should be submitted monthly. Present dates of submission should be observed.

Monthly and Final Paying Departments Statements.

The statements showing debits raised against the paying departments should be submitted by the prescribed dates as at present.

(With effect from the 1st April 1939, it is not necessary to send a copy of the statement showing the cost of standard forms supplied to Provincial Governments to this office, but it should continue to be submitted to the Accountant General, Central Revenues.)

[With effect from the 1st April 1939, it is not necessary to send to this office copies of statements showing credits to paying departments on account of sales of their publications, but they should be submitted to the Accountant General, Central Revenues, as at present.]

[It is no longer necessary to submit statement II attached to the monthly expenditure statement in such an elaborate form. It should be prepared on the lines of the attached form and submitted along with the expenditure statement as in paragraph 3 above.

(ii) Statements III, IV, V, IX and X attached to the present monthly expenditure statements may be discontinued from next year.

(iii) The statement showing value of indents passed for supply to paying departments should be submitted monthly as at present. The details in respect of 'Y. 1 (3)-Military' should be shown at the foot of the form instead of in a separate sheet. Details in respect of "Northern India Salt Revenue" may be shown in a separate sheet or at the foot of the form whichever is convenient.

The monthly expenditure statement of the Reserve Stamp Depot may be substituted by a quarterly statement.]

Note.—Portions within () to Central Forms Store only, | | to C. P. B. only, and [] to D. C. S. only.

Checking of bills.—All bills received for printed work executed, or for supplies made by outside firms, are to be checked by the Accountant after they have been dealt with by the assistants concerned, and before they are submitted to the Manager to be passed for payment.

Checking receipts and issues of service postage stamps.—The Accountant will be responsible for the correct accounting for all stamps received, and issued by the press. The stamp account will be also checked frequently by the Manager.

Letter No. 4622, dated 17th October 1924, from the Under Secretary, Finance Department (Central Revenue), to all Local Governments and Administrations.

I am directed to refer to my circular letter No. 1501, dated the 15th May 1924, and to say that it has been represented to the Government of India that some doubt exists whether the inspection and audit of service postage stamps referred to therein will be done by the heads of Departments and other officers concerned or by the Audit authorities. I am to say that the intention of the Government of India was not to burden the audit authorities with additional duties, but that all heads of Departments should make their own arrangements for inspection and a domestic audit of their stamp accounts. I am accordingly to advise that if the Secretary has consented in Council and ^{you are} no objection the various heads of Departments and other officers concerned may be instructed accordingly.

Refunds.—Amounts received in excess, or sent to the press in error are to be returned to the remitter, or to the office for which they are intended. On receipt of instructions from the assistant dealing with the case, the accounts section will prepare a refund voucher in duplicate, one for submission to the Accounts Officer and the other to be sent to the cashier as authority for the refund of the amount mentioned therein. The amount refunded must be noted in the *Cash Remittance Register* by Accountant himself. A *Statement of Refunds Register* (see page 241) is maintained by the cashier.

Refund Voucher.

Returned _____ Date _____
 Transferred to _____
 Paid _____
 the sum of Rupees _____ out
 of Rs. _____ received in this office on _____
 from _____ being
 the amount overpaid on account of _____
 supplied, vide Memo. No. _____ A, dated _____
 Rs. _____

Manager, G. of I. Press, _____

Bill for Refund of Balances of sums deposited in Treasury.

Month and date.	Name of Treasury.	From where received.	Amount paid into the Treasury.	Amount refunded.	Remarks.
					This item was included in item for Rs. Rs. P., deposited in the Imperial Bank of India, vide receipt No. _____ dated _____ 19 _____
					This item was included in item for Rs. Rs. P., deposited in the Imperial Bank of India, vide receipt No. _____ dated _____ 19 _____
					This item was included in item for Rs. Rs. P., deposited in the Imperial Bank of India, vide receipt No. _____ dated _____ 19 _____

Bill No. _____

Forwarded to the Accountant General, _____ for refund.

Certified that all amounts drawn on previous bills have been duly disbursed to the persons to whom they were due, and that orders for refund have been duly noted against the original receipt entry in my books and that previous orders for refund of the same sum have not been issued.

(K. & O. E.)

Received payment

Manager, G. of I. Press, _____

Unserviceable articles.—On receipt of the "Unserviceable Register" of any branch, containing an entry of an article declared unserviceable by the Manager, or Assistant Manager, the stock ledger clerk shall immediately write the article off from his ledger, and return the register to the branch concerned, so that it may be sent with the article for safe custody to the general storekeeper (see page 234).

Depreciation.—The stock ledger keeper is responsible for the correct working off of depreciation on all dead stock articles.

Stock-taking of paper, binding materials, dead stock articles, stores and spare parts, etc.—The stock ledger keeper or the General Storekeeper, as the case may be, is responsible for intimating in time, to the Manager, the date on which stock has to be taken. It should be taken annually (31st March) of petty plant articles in store, along with the stock of consumable stores. Stock of dead stock articles and petty plants in use must be taken every five years. (Dept. of C. and I. No. 6454, d. 12-7-18, reproduced in Chapter VIII, Section IV). On intimation that stock-taking is due, the Manager will detail the officers and issue such instructions as are essential for the particular stock-taking which has to be carried out. On completion of the stock-taking, the working sheets initialled by the officer deputed to take stock, are made over to the Stores Branch for compilation and computation, if necessary, by the computers. The stock ledger keeper or the General Storekeeper, as the case may be, on receiving the results of the stock-taking will immediately proceed to prepare the balance sheets and other annual statements. The fair copies of the balance sheets are then submitted to the Manager for signature. Afterwards the unaudited balance sheets are sent to the Controller of Printing and Stationery, India, for the purpose of obtaining his sanction, or that of the Government of India, if necessary, to the adjustment of any differences. On return from the Controller stock ledgers for the ensuing year should be opened with the results of stock-taking. Adjustment of differences in stock found on stock-taking should be made according to the procedure outlined in letter No. OA 3-8-1934, dated the 29th March 1938 from the Accountant General, Central Revenues, to the Auditor General of India (reproduced in Chapter VIII, Section IV). After the audit of the annual accounts of the press the audited balance sheets, stock-taking lists, etc., together with the audit certificates and any explanations required regarding discrepancies should again be sent to Controller for necessary adjustment of differences discovered after audit. Such adjustments should be made on receipt of the Controller's sanction.

The values at estimated current market rates of articles of Petty Plant shown to be in deficit as a result of the quinquennial stock-taking of Petty Plant in use should be shown in the stock-taking lists of such articles. (C. P. & S. Memo. No. 25[5]50[40-A&F, dated 17th October 1940, reproduced in Chapter VIII, Section IV).

STATIONERY AND STORES SECTION.

141. **General Store-keeper.**—The general store-keeper is personally responsible for the care of all general and stationery stores whilst in stock and for the proper accounting for all receipts and issues.

A.—GENERAL STORES.

Classification of stores.—The general stores consists of three classes:—
(a) English stores (b) local stores, and (c) unserviceable stores.

(a) (i) *English Stores*.—English stores are obtained on annual indent submitted to the Controller of Printing and Stationery, India. The consignments of English Stores shipped to the port of Calcutta from England are delivered by the Deputy Controller, Stationery, Calcutta, and those shipped to the port of Karachi, by the District Controller of Stores, N. W. Railway, Karachi. On receipt, the coast challans are signed by the store-keeper and after the contents of the packages have been checked, the duplicate packing account is signed by the Manager and returned to the High Commissioner for India, London. The date of receipt, invoice no. and date, quantity, rate and amount are then recorded in the general store ledgers.

(ii) *Forecast of English Stores*.—The Managers of the presses will estimate their requirements of printing stores to be purchased in England, e.g., spare parts, accessories of printing, binding and other machines and other articles as are included in the Home Indent, value them and forward the estimate to the Deputy Controller, Stationery, Calcutta, by the 15th July each year. Subject to modification under the orders of the Controller of Printing and Stationery, India, the Deputy Controller, Stationery, will include those requirements in the Home Indent and shall intimate the items eventually included in the indent to the presses concerned by the 15th August for information.

(iii) *Printing Machinery*.—Printing machinery of all descriptions will as a rule be purchased in India and provision should, therefore, ordinarily be made in the budget estimates of the presses under the usual expenditure heads, viz., "Additions to Plant and Machinery", "Renewals and Replacements", etc. In cases where it is definitely known before the submission of the budget estimates that the purchase will be made in England, the press should intimate the amount involved to the office of the Controller of Printing and Stationery, India, by the 15th August each year. Budget provision for the purchase will then be included by that office in the estimate of "Expenditure in England". In such cases, however, where the expenditure is ultimately debitible to the Depreciation Fund of the Presses, the provision for such expenditure will be included in the press budget under the heads concerned. Debits for such expenditure will be passed on to the presses through the Accountant General, Central Revenue, for final adjustment in the press accounts under the heads "Renewals and Replacements" and "Deduct amount transferred from the Depreciation Fund". When submitting indents to the Central Stationery Office for compilation of the Home Indent, the presses should clearly indicate items the cost of which will be debitible to the Depreciation Fund. (C. P. & S. Memo. No. 9/43/35-A. & F., dated the 1st February 1938 and u.o. No. 9/2/35-A. & F., dated 27th March 1939.)

No orders entailing an expenditure of more than Rs. 250 should be placed with the Central Stationery Office, Calcutta, for the supply of printing stores, without the previous sanction of the Controller of Printing and Stationery, India. (C. P. & S. I. Memo. No. 25/4/35-A. & F., dated 25th April 1938.)

(b) *Local Stores*.—The major items of local stores are purchased by, or through the agency of the Indian Stores Department, or the Deputy Controller, Stationery, in accordance with the Stores Purchase Rules. Petty items are purchased locally by the Manager. Tenders are invited by advertisement in the daily papers, and schedules are issued setting forth the descriptions and estimated quantities of the articles to be supplied during the year. Successful tenderers are required to execute an agreement and to deposit a sum as security for the due fulfilment of

the contract. The date of receipt, invoice no. and date, quantity, rate and amount are then entered in the store ledgers after personal check by the store-keeper.

Agreement for the supply of local stores.

, the undersigned,

of
do hereby contract to deliver to the Manager, Government of India Press, miscellaneous articles and whatever else may be required by him for the use of the Government of India Press, at the prices detailed in the list annexed, for one year, commencing from the 1st of the month of 19 and ending on the 31st of the month of 19, subject to the conditions and agreement hereafter specified; and agree to deposit with the Manager a sum of Rs. as security for the faithful performance of this contract.

2. All supplies, in quantities according to written orders to be given by the Manager, or others authorized by him to give such orders, to be delivered at such times as they may be required, free of cost of conveyance, either by or by an authorized agent, who shall be responsible to the Manager for the quality of the article supplied.

3. The Manager undertakes that each bill, to be presented by as soon after each delivery of goods as is practicable, shall be paid after such time as is reasonable for check.

4. All articles supplied by to be subject to the inspection and approval of the Manager and any such articles considered by the Manager to be inferior in quality to that contracted for, may be rejected by him. In the event of any article being so rejected, agree to replace it with an article of proper quality within a reasonable time of its rejection, and to submit to a fine the amount of which shall not exceed the value of the article rejected.

5. In the event of such second supply being necessary the Manager will determine whether the quality of the second supply is or is not equal to that contracted for; and if he shall consider it inferior to that, he shall be at liberty to purchase from the market, at cost and at such price as he may be able, the article or articles of stipulated quality. The cost of any article so purchased, as well as the fine imposed, to be deducted from bill for the month in which the failure occurs.

6. agree and consent that, in case of the non-performance on part of any of the conditions herein contained, the Manager may purchase the required articles elsewhere, and charge the cost of them to and take and appropriate the sum of Rs. deposited by as liquidated damages for such breach of contract. It is agreed, further, that the Manager may at any time determine the contract now made, upon giving one calendar month's previous notice in writing to of the intention to determine the same; and in like manner the said may determine this contract by giving to the Manager two calendar months' notice in writing of intention to do so. But the right of the Manager to determine the contract is to be without prejudice to his right to retain liquidation damages as aforesaid, in respect of any breach of contract committed prior to such determination.

7. agree that all articles shall be furnished, on the written order of the Manager, within reasonable time of the receipt of such order by .

8. further agrees that nothing in this contract shall be held to bind the Manager to purchase from any of the articles enumerated in the schedule which it may be found possible to procure from a Government manufactory.

Manager,
Government of India, Press.

Contractor,
Witness.

Ordering local stores.—All stores are ordered only over the signature of the Manager. The order is made out in duplicate, one copy of which is retained by the storekeeper, except in the case of articles purchased through the agency of the Indian Stores Department, when indents are made out in six-tuplicate, copies going to (1) Contractor (2) Indenting officer (3) Consignee (4) and (5) Inspecting Officer, Indian Stores Department, and (6) Audit Officer of the Indian Stores Department.

Order for Stores

Order No. _____ Dated _____ 19__
 To _____
 Please supply as follows:—

Description of materials	Quantity or Number

Manager

Delivery of local stores.—On delivery of the stores, receipts are granted by the general storekeeper after a personal check of their quality and quantity by the Assistant Manager. The number and date of these receipts, together with the quantity and rate, are at once entered in the *Store Ledger*.

Receipt for Stores

Receipt No. _____ Dated _____ 19__
 From _____
 Received as follows:—As per order No. _____ dated _____

Description of materials	Quantity or Number

General Storekeeper

Note.—This receipt is made out in duplicate, one copy being retained by the general storekeeper while the other is sent to the supplier.

Bills for local stores.—Bills for local stores are checked with the general storekeeper's receipts, and with the order, and passed by the Accountant to the Manager for orders as to payment. The budget head to which the purchases are debitable is noted on the bills before they are forwarded for necessary action to the Accounts Officer and issue of the cheque or pay order for the amount due.

Issue of stores.—All issues to the branches or sections are made only on receipt by the storekeeper of a *Store Issue Voucher* signed by either the Assistant Manager, or Manager. On receipt by the branches or sections the vouchers are signed and returned to the storekeeper. This voucher is made out in duplicate.

Store Issue Voucher

Issue voucher No. _____ Dated _____ 19 _____ Branch _____

F. O. No. or description of work (if possible)	Description of article	Ledger Folio	Quantity or Number

Supply.

Signature.

Manager.

NOTE.—The storekeeper should not issue any articles until the worn-out article is returned from the section indenting, the head of which will take the necessary steps to get the returned article certified unserviceable by the Manager, or Assistant Manager.

General Store Ledger.—The general store ledger will be maintained separately for—

- (a) Dead stock articles.
- (b) Petty plant articles.
- (c) Spare parts.
- (d) Raw materials.

Articles classed as "petty plant" which are purchased locally and stored before issue should first be accounted for in the *General Store Ledger*, the contingent bill no. being entered, and on issue to the branches, entered in the *Petty Plant Ledger*. If the article is purchased in England it should be accounted for in the *General Store Ledger*, whether it is brought into general use straightway or not. The invoice no. should be entered in the ledger.

NOTE.—The object of this distinction in treatment between locally purchased and imported articles is to ensure that the cost of the latter is properly debited. It is important that this procedure should be uniformly observed. (*Dept. of C. and I. No. 8454, d. 12-7-18.*)

The cost of articles purchased locally, whether stores, petty plant or spare parts of machinery, should be debited to the appropriate branch or section of the press. The cost of imported articles should, however, be debited on issue.

NOTE.—Articles are purchased locally as occasion demands and there should never, in ordinary circumstances, be any considerable balance at the end of the year. In the case of imported articles which are indented for annually there is frequently a substantial balance and the debit of the entire cost would unnecessarily inflate the expenditure.

The value of the unconsumed balance should be accounted for in the *Store Account* at the end of the year.

To which issued.	APRIL				MAY				JUNE				JULY			
	I. R. folios.	Ros.	qrs.	ahs.	I. R. folios.	Ros.	qrs.	ahs.	I. R. folios.	Ros.	qrs.	ahs.	I. R. folios.	Ros.	qrs.	ahs.

*The monthly total of each departmental day-book of issues should be entered here.

(Right hand page—Same as above but bottom half columns August to March.)

Receipts of D. O. papers and envelopes, etc.—Supplies of D. O. papers and envelopes, etc., are received from departments and officers and from the Stationery Office for special printing. These are posted in the Stationery Receipts (D. O. papers and envelopes) Register. This register is also used for water-marked paper.

Stationery Receipts (D. O. papers and envelopes) Register.

Date	Department from which received.	Description of Articles.	For-warding letter No.	Receipt No.	Quantity.			Register No.	Date of issue.
					Ros.	Qrs.	Ahs.		

Waste paper.—The general storekeeper is responsible for the disposal of waste paper. Tenders are invited annually for the disposal of waste paper by means of advertisement in the newspapers, and the successful tenderer is required to enter into an agreement.

Waste paper agreement.

I, the undersigned
 of _____ do hereby contract to purchase waste paper from the
 Manager, Government of India Press, _____ at the rate of Rs.
 _____ per maund for a period of twelve months, commencing from the 1st April 19
 and ending on the 31st March 19 _____, subject to the conditions and agreement
 hereafter specified; and agree to deposit with the Manager a sum of Rupees one
 thousand in G. P. note as security for the faithful performance of this contract.

Deliveries of waste paper will be taken weekly from the premises at
 _____ agree to supply all bags, boxes, vehicles and to provide such
 coolies as may be required to remove all the waste paper from the godown and
 the press premises daily.

agree and consent that in case of the non-performance on part of any of the conditions herein contained, the Manager may sell the waste paper to any other purchaser and charge the loss that may be caused by such sale to and take and appropriate the sum of Rupees deposited by as liquidated damages for such breach of contract.

It is agreed further, that the Manager may at any time determine the contract now made upon giving one calendar month's previous notice in writing to of the intention to determine the same; and in like manner the said may determine this contract by giving to the Manager two calendar months notice in writing of intention to do so. But the right of the Manager to determine the contract is to be without prejudice to his right to retain liquidation damages as aforesaid, in respect of any breach of contract committed prior to such determination.

If at any time it is proved that the contractor has given a gratuity to any of the employees of the press, the contract will be instantly cancelled and his security money forfeited.

Manager,
Government of India Press

Contractor,
Witness.

The general storekeeper will personally supervise the weighing of waste paper, and be held responsible that the challans and cart passes showing the quantity given delivery of, are sent to the accounts section for the preparation of the bill.

Closing ledgers and striking balances.—At the close of the financial year (31st March), the general storekeeper will close the paper and stationery ledgers by totalling the receipt and issue sides and strike a balance of each item. He will then prepare a statement showing the balances in hand of each item under their respective charge. In order that this work may be completed quickly, both the receipt and issue sides of the ledgers will be totalled at the close of each month, so that at the end of the year these only have to be totalled.

Issue clerk.—The issue clerk is employed under the general store-keeper, and is responsible for the correct issue of paper and binding material. He will see that the correct quantity of paper is issued for each job, and that it is of the proper description as regards size, weight and colour; special attention being paid to the "shade" as paper of similar size and weight but of different "making" varies at times in "shade". When it is necessary to cut paper to suit a particular job, the issue clerk must see that the offcuts are carefully kept and utilized at the first opportunity. In storing paper, he will see that it is properly and carefully stacked, and so arranged that it can be readily inspected and checked from time to time.

Posting of issues.—Issues are posted under these separate heads:—

- (a) Paper for printing.
- (b) Paper and materials for binding.
- (c) Proof paper.
- (d) Stationery for office use.

(a) Issues of paper for printing, etc.—Paper is issued to the press and machine branch on receipt of the print order files signed by the machine and press foreman, and accompanied by the Work Docket. The files must be in duplicate, one copy being returned to the press room stamped "issued" for submission to the computing section, the other retained in the stationery section and numbered serially.

Posting.—Papers issued to the branches of the press, excepting the bindery, are posted in the "Day Book of Issues of Paper" at the time of issue.

Day Book of Issues of Paper.

Kind of paper

Item	Voucher No.	Description of work.	F. O. Reg. No.	Copies.	Quantity.

Note.—There should be one day-book for each of the items under column 1, numbered 1 to 11, page

At the end of each month the issues of paper entered in the day books must be abstracted for each kind of paper, separated and posted under its head in the Paper and Binding Materials Ledger (see page 255).

(5) Issues of paper and materials for binding.—Binding materials, and paper for binding, are accounted for in a separate day book of issue. These are issued only on receipt of the binding order signed by the overseer, and accompanied by the work ticket. Binding orders are not submitted in duplicate but are to be numbered serially by the issue clerk. They will be returned by him to the bindery until the work has been completed, when they must be sent to the stationery section together with any sheets of paper, cloth, leather or other materials not utilized. The issue clerk is responsible for seeing that he gets back all the binding orders for the purpose of record. Any delay in the return of these orders must be brought to the notice of the Assistant Manager.

Posting.—Binding materials and paper for binding purposes are posted in the Day Book of Issues of Binding Materials.

Day Book of Issues of Binding Materials.

This.	Voucher No.	Description of work.	Country	Paper.	Country	Fishes	Inscribed.	Covers.	Miscellaneous articles.	Initial of Binder.

Note.—At the end of each month the total issues of each kind of paper and binding materials are posted in the Paper and Binding Materials Ledger.

(6) Issue of Proof Paper.—Paper issued for clean proofs is separately accounted for, as well as paper issued for replacing spoilt sheets and for making ready.

Posting.—This paper is first accounted for in the Memo. of Paper issued for proofs from which it is transferred to the day books at the close of the month.

Memo. of Paper issued for proofs.

Description of paper

Date of issue.	Regt. No.	Department.	No. of pages or signatures.	Serial No. of proof.	Number of proofs.	Quantity.			Section holder's initials.	Remarks.
						R.	G.	E.		

(d) **Issues of stationery for office use.**—Stationery articles for office use, and materials for packing, are issued to the several branches of the press on receipt of issue vouchers signed by the Manager, or Assistant Manager.

Posting.—Issues of stationery for office use are posted direct into the day book and thence to the ledger.

COMPUTING SECTION.

143. Head Computer.—The head computer is responsible for the expeditious compilation of the bill books showing the dues of the operatives in the different branches of the press. They must be submitted to the accounts section by the dates prescribed by the Manager, in order that the salary bills may be prepared in time for submission to him for examination and signature, and for forwarding for pre-audit to the Accounts Officer. The head computer is responsible for the preservation of all charge files, etc., for the purpose of audit. He is responsible that certain bill books, selected each month by the Manager, are checked with the assistance of computers other than those who compiled them. This checking must be carried out immediately after payments have been made. The head computer will maintain a list, showing month by month, the racks on which the charge files of the several branches and sections have been stored, together with the names of the computers responsible for the charges on the files.

Change of computers.—The allotment of computers to the different sections should be done by rotation every month under the direct orders of the Manager, which will be obtained from him by the head computer.

Computers.—Extreme care and accuracy is enjoined on all computers when computing value of the work done by pieceworkers from the charge files. Careless work will result in either loss to Government or to the pieceworkers. If the computer has any doubt about the amounts to be paid for a piece of work he should at once refer the matter to the head

computer. The computer must examine all files very carefully before commencing the computation, check folios and the type, sizes and, generally, ensure himself that he is computing a genuine charge file. The computer must abide strictly by the sanctioned rates and on no account has he any authority to add to, or deduct anything from, the rates prescribed. If a charge file is submitted for any work which does not fall within the rates he must refer the matter to the Manager for orders, through the head computer.

Checking compositor's charge files.—On receipt of the charge files, each computer will check the voucher numbers noted on them by the section holders, with the daily list of vouchers furnished by the despatching section.

The computers and section-holders will be specially held responsible that no files are charged twice. It will be the duty of the computers to see that the files are kept in accordance with these directions. They will see (1) that the files are arranged under the proper departments, (2) that they are inserted serially with regard to (a) register numbers (b) paging. They will, therefore, examine monthly each department's files, and in the event of there being two copies of the same file, they will verify the genuineness of the file from the department's requisition on the press for the work, the register of work received, the voucher signed by the departmental officer, and the press office file. If on examination the file is found to be spurious, the matter must be reported without delay. At the end of each month, each computer will stamp with red ink on each file, the name of the month in which the file was charged. Thus all files belonging to the bill books for May will have the words—

Charged in May

stamped in large bold red letters at the top in the centre of the page.

All composition charge files after having been checked and charged to the respective departments will be filed departmentally, according to their consecutive register numbers from one onwards. When a register number extends over a number of pages, the pages will be arranged in numerical order from one onwards.

Storing charged files.—Each computer will be responsible for the proper storage of charge files, etc., computed by him. Once the files are charged they must not leave the possession of the computing section, except under orders, in writing, from the Manager. Each file, on being removed under such orders, will be replaced by a copy of the orders and a receipt, slip signed by the person requiring the file. Any contravention of this rule regarding the custody of charge files will be very severely dealt with.

The object of these instructions is to prevent work being charged twice, and hence any violation of these rules will be liable to be regarded as evidence of conspiracy or contributory carelessness on the part of the persons in fault. Each computer will be personally held responsible that the files in support of the charges in his bill book are kept in accordance with these directions.

Piecedworkers working in sections other than their own.—The work of piecedworkers assisting a section other than their own, is charged in the bill book of the section for which the work is done; the sums thus entered are immediately transferred to the credit of the men in the bill book of the section to which they belong, and deducted at the close of

The computer must see that he is provided with legible proofs for the purpose of charging up and should immediately report if bad or wrong proofs are sent up. He should also report if the Daily Dockets and proofs are not sent to him regularly every day. The section-holder will be held responsible for any delay in submission. He will at once report to the Assistant Manager all instances of doubtful charge files. For calculating operator's bonus see *Outturn Statement and Bonus Bill of Lino/Mono Operators* on page 267.

Monotype charge files and computing operators' outturn.—The computer will see that each charge file received by him is a genuine proof of unmade-up matter, initialled by the section-holder on each page or galley. He will then compute the number of ens composed by each man and enter them in the *Monthly Outturn Book of Mono Machines* daily. The time taken in carrying out corrections other than operator's errors will not be debited against operators paid on corrected ens. The procedure in such cases is to debit against the operator 2/3rds of the time taken by compositors in carrying out corrections. In calculating outturn no deduction should be made for blanks actually perforated by the operator. At the end of the month, the number of ens for all fresh work actually done will be totalled up, and divided by the difference in the number of hours between the total attendance hours with the number of hours occupied by the compositor in correcting operators' errors added to it (when the operators are paid on uncorrected ens, compositor's time for correction need not be added), and the total hours on time or special and intricate work and chargeable stoppages.

The computer must see that he is provided with legible proofs for the purpose of charging up and should immediately report if bad or wrong proofs are sent up. He should also report if the Daily Dockets and charge files are not sent to him regularly every day. He will at once report to the Assistant Manager all instances of doubtful charge files. Operators' average outturn and amount of bonus are recorded in the *Outturn Statement and Bonus Bill of Lino/Mono Operators* on page 267.

Formula for outturn and bonus.—The following formula should be adopted for calculating the outturn and bonus of lino and mono operators:—

Let A=Number of ens of fresh work including authors' corrections and repeat lines in the case of Lino Operators.

B=Total attendance hours including overtime.

C=Hours occupied by correctors in carrying out corrections in operators' proof.

D=Hours of time work done by operator.

E=Hours of chargeable stoppages.

O=Hours of overtime worked.

R=Rate of outturn in ens per hour.

OUTTURN.

Lino Operators.

Scales.

85—100

80—4—100—5—125 or
70—3—85—4—105.

New Delhi and Simla Press ...

$$R = \frac{A}{B - (D + E)}$$

$$\frac{A \times 2}{B - (D + E)}$$

Calcutta Press ...

$$R = \dots \frac{1}{2}$$

Do.

Line Operators.

Scales.

80-4-100
(uncorrected ems).

80-4-100-5-125 or
70-3-85-4-105
(corrected ems).

New Delhi and Simla Presses

$$R = \frac{A}{B - (D + E)}$$

$$\frac{A}{(B + 2)C - (D + E)}$$

Calcutta Press

R = ...

Do.

Bonus.

Line Operators.

Scales.

85-100

80-4-100-5-125 or
70-3-85-4-105

pics.

pics.

New Delhi and Simla Presses, Bonus = $\frac{21}{1000} (R - 5000) [B - (D + E)]$

$\frac{8}{1000} [A - R \times D - 9,00,000]$

Calcutta Press, Bonus = ...

Do.

Man Operators.

Scales.

80-4-100
(uncorrected ems)

80-4-100-5-125 or
70-3-85-4-105
(corrected ems).

pics.

pics.

New Delhi and Simla Presses Bonus = $\frac{11}{1000} (R - 6000) [B - (D + E)]$

$\frac{8}{1000} [A - R \times D - 9,00,000]$

Calcutta Press, Bonus = ...

Do.

Monthly Outturn Book of Man Machines.

Month of operation _____

Name of operator _____

Period of casting work or month worked	CASTING MACHINE Nos.													Name of Carriage	Remarks	
	1	2	3	4	5	6	7	8	9	10	11	12	13			
Regt. No. and Dept.																
Press composition etc.																
A's correction etc.																
Emt. not allowed in statement																
Net No. of ems allowed (including errors)																
Duplicate ems sent.																

CASH SECTION

144. Cashier.—The cashier is personally responsible for the proper accounting of all receipts and expenditure, and for the due and correct payment of salaries, etc., of the employees of the press. He is also the custodian of all valuables. The Cash book should be maintained in the Government of India standard form C. A. C. 18 (C. P. & S. 422438-A. & F.)

A.—RECEIPTS

Remittances.—All remittances received by post should first be entered in the Cash Remittance Register and entries initialled by the Manager. The particulars regarding voucher number and number of the bill, if issued, should then be filled in by the accounts section and the amounts noted in the appropriate column. A line should be drawn across the page at the close of each day and the entries in the money columns separately totalled.

Cash Remittance Register.

Date.	Form when received.	Name of Remitter Bill No. Register No.	Money sent via Private and Local service.		Sole proceeds of white paper or enumerable articles.	Month- interest.	Total.	Credit into Bank.	Bank's Receipt No. Accounts & other Manager's initials.	REMARKS.
			Private	Local						
			R. A. P.	R. A. P.	R. A. P.	R. A. P.	R. A. P.	R. A. P.		

On receipt of any remittances and after entry in the remittance register, the cashier intimates the receipt of the same to the accounts section. The latter, on this intimation, will at once prepare an official receipt as below or on form No. S. 119, and despatch it to the cashier for check and initial, if correct. The receipt will then go to the Manager for signature, who will check the amount stated to have been received on the receipt with the amount previously entered in the remittance register.

Government of India Press

Receipt No. _____

Dated _____ 19__

ACCOUNT DEPARTMENT.

Received from _____

this _____ day of _____ 19__ the sum of

Rs. _____

is payment of Voucher No. _____ dated _____

or Bill _____ supplied _____

Rs. _____

Cashier.

Manager.

Receipts at the counter.—Any receipts collected over the counter of the Cash section should at once be entered in the remittance register in the appropriate column and the Manager's initials obtained. The same action is required in granting a receipt as is prescribed for amounts received by post.

Payments into the Bank or Treasury.—All amounts received must be immediately paid into the Bank or Treasury in the prescribed form (standard form No. Try-17 Chalan of cash paid into the Treasury or Bank).

The duplicate copies of the chalans will be taken by the accountant after they have been signed by the Bank or Treasury to the Manager, so that the amounts paid in, can be checked by him with the cash remittance register.

Securities.—All securities deposited in favour of the Manager will be entered in a separate register. The cashier is responsible for the entries and safe custody of the register and deposits.

Stamps.—Stamps are kept in the personal custody of the cashier or despatcher in the case of the Government of India Press, New Delhi. Service postage stamps are obtained by the cashier by purchase from the Collectorate on requisitions signed by the Manager. All issues of stamps are first checked by the accountant in Calcutta Press. In presses where there is one person who performs the duties of cashier and accountant, the Manager will make some other official responsible for such checking. The Manager will also check the expenditure, receipts, and balance of stamps, as often as possible, or at least once a month.

145. Collecting Sirkar.—The cashier on receipt of bills from the accounts section, enters in a book maintained by him, and then makes them over for collection to the sirkar, who on realisation makes the money over to the cashier. The sirkar's book, with the money collected, is then taken to the Manager by the Cashier. The amount is entered in the remittance register and the entry initialled by the Manager.

Cash Section Bill Book.

Serial No.	Name of page.	Amount.	Realisation date.

B.—EXPENDITURE

Contingencies.—Payments are made on presentation of bills supported by vouchers. Bills are first verified by the general store-keeper in the case of transactions made through him, and then forwarded to the accounts section for necessary action. The accounts section is responsible for verification of all other bills for transactions not made through the general store-keeper. They are then taken to the Manager for examination, signature and orders for payment. After payment and entries in

the contingent register, the amounts are entered under the appropriate head in Part B of the cost scheme, which is submitted to the Manager at least once a week with the bills, so that each entry can be again checked by him.

Pay Bills.—The cashier is responsible for the disbursement of pay to proper persons who must sign, before disbursement is made, in the column provided for in the pay bills. Those who cannot sign must give their thumb impressions. In cases of doubt the cashier will hold over payment until the persons concerned have been identified by the heads of sections whose initials against their signatures or thumb impressions should also be taken. The cashier is not empowered to disburse the pay of an absentee to another employee unless the latter produces an authority in form No. S. Y.-277 from the former and orders are passed thereon by the Manager (see paragraph 31).

(2-D/6439-A. & F.)

Imprest Advance.—An imprest advance has been sanctioned for each of the Calcutta, Delhi, Simla and Aligarh presses to meet emergent contingent expenditure. After the expenditure is incurred, contingent bills are made out by the accounts section and submitted to the Treasury or Accounts Officer as the case may be for replenishment. The imprest advance granted to the Calcutta Press is Rs. 200, for Delhi, Aligarh and Simla presses and the Forms Press Calcutta the amount is Rs. 500, 1,000, 1,000 and Rs. 75 respectively. In April every year the presses are required to furnish a certificate as required under Article 93, clause 7 of the C. A. Code, Vol. I, to the Accounts Officer.

Refunds.—On receipt by the cashier of the Refund Voucher (see page 245), he will note the amount in the Statement of Refunds Register, together with the other details.

Statement of Refunds Register.

Refunds during the month of _____

Date of Refund.	To whom refunded.	Amount refunded.			Date of receipt of Amount.	Original Amount received.			Why refunded.
		Rs.	A.	P.		Rs.	A.	P.	

Responsibility for recording correct head of classification on bills presented for encashment and watching of expenditure against sanctioned grants.

Extract from Resolution No. 10242-A, dated 18th December 1924, from the Finance Department, Government of India.

The Auditor General has suggested to the Government of India that for purposes of appropriate audit in the Accounts offices as well as in the offices of the departmental controlling officers who have to watch the progress of expenditure against sanctioned grants, it is desirable that the officer drawing each bill should record the correct head of classification on the bill itself. The responsibility for the correct classification of charges rests finally with the audit office, but the Auditor General is of opinion that chances of mistakes would be minimized if the proper heads of account were prominently shown on bills by the drawing officer and the audit office was left merely to check these classifications.

(Right hand page.)

Manager's Order:	Days present.	Amount of salary.	No. of entries including holidays.			Amount of overtime.	Deductions for late attendance and absence.			Amount of fine.	Amount of special pay.	Total deduction for fine.
			Morning, night and holidays.	Total No. of entries.	Equal to days.		No. of hours.	Total hours.	Rate.			
		Rs. A. P.				Rs. A. P.				Rs. A. P.	Rs. A. P.	Rs. A. P.

Note.—The Time-keeper's register shows above is for permanent salaried as well as for piece work.

Checking attendance.—Each branch or section will maintain separate attendance check sheets, which are sent to the time-keeper, and with which his attendance register is checked.

Attendance Check Sheet.

—branch/section attendance for—

Name	Ticket No.	Morning.	Day.	Night.	Remarks.

Factories Act.—The time-keeper is held responsible for bringing to the Manager's notice, the names of men, whose hours of work during the week approach the maximum allowed under the Factories Act, so that immediate action can be taken to ensure that the Act is not violated. He is also responsible for seeing that men who work, or are to work on a Sunday, are compulsorily stood off work for a day previous, or subsequent to the Sunday on which work is to be done.

He is also responsible that the various returns are submitted and necessary forms and registers appertaining to the Factories Act are properly maintained, and should, therefore, be thoroughly acquainted with the rules and regulations under the Act.

Holiday book.—He is also responsible for the upkeep of the holiday book. The particulars of all men working on gazetted holidays must be carefully recorded by him.

Pieceworkers' papers.—All papers relating to the appointment, punishment and leave of pieceworkers are filed with the time-keeper, and in the case of the Government of India Press, New Delhi, by the Accounts

Branch. Cases of absentees not submitting a report within 3 days are entered up in a book kept by him for the purpose, and submitted to the Assistant Manager for orders to issue the preliminary warning to submit a medical certificate, or rejoin forthwith.

SANITARY AND MENIAL SECTION

147. Caretaker.—All questions pertaining to the upkeep of the several buildings, including repairs, fire protection, etc., are dealt with by the caretaker, under the direct orders of the Manager. He is also responsible for the proper care and cleanliness of the workrooms, and offices with their furniture, and of the healthiness of the premises and compound generally.

Night watchmen.—The caretaker is responsible for the duties of the night watchmen. He will set the tell-tale clocks daily, and bring to the notice of the Manager any dereliction of duty on the part of the night watchmen, as disclosed by the clock record.

Issue of stores to the sanitary and menial section.—He is responsible for the custody of materials issued to the sanitary and menial section, which he will obtain from the general store-keeper on the proper indent form.

PRESCRIBED ROUTINE FOR DEALING WITH WORK IN ITS
VARIOUS STAGES

I.—COMPOSING BRANCH

GENERAL

The composing branch consists of the following sections:—

Hand Composing.	Monotype correcting.
Linotype operating.	Type-store (distribution).
Linotype correcting.	Standing-forme.
Monotype operating.	Reading.
Monotype setting.	Imposition.

148. Branch supervision.—In Calcutta the branch is in charge of an overseer, while in the other presses it is supervised by a foreman or the Assistant Manager. In Calcutta the overseer is assisted by a foreman.

149. Overseer.—The overseer is entirely responsible for the quality and quantity of the output of the composing branch. He shall see that the sections under him are kept fully employed, and in the event of there being insufficient work, should report immediately to the Assistant Manager, or Manager. He is responsible for the careful checking of all overtime requisitions, and for keeping overtime down to a minimum. He is responsible for seeing that an equitable distribution of work to compositors is made by the section-holders. As there is no overseer in the Government of India Press, Simla, the duties enumerated above are performed by the heads of sections under the supervision of the Assistant Manager.

Inspection of section-holders' books.—Overseers (Assistant Manager in the case of the Government of India Press, Simla) will weekly inspect the section-holders' work distribution books (such as Copy Distribution, Time Work Distribution) of the section under them, and submit an inspection report for Manager's perusal and orders.

Receipt of work by overseers.—On receipt of the work docket and before making it over to the branches for execution, the overseer must examine it closely and give instructions regarding its composition, if necessary. Verbal orders should not be given regarding work, but written orders only should be given by the overseer, or foreman in charge, to the section-holder, who will place such orders, etc., in the work dockets where they will remain until the work is despatched. The overseers are responsible that work is done in a creditable manner and that it leaves the branches in time sufficient to permit despatch of completed work on due dates.

150. Time checkers.—All charges by pieceworkers for hour work must be checked with the proofs by the time checkers, whose duty is to see that the charges made for hour work do not exceed the value of the work on piece rates. If the compositors feel aggrieved at any deductions made on their hour charges by the time checkers, they may first refer the matter to the overseer, or Assistant Manager, and failing satisfaction, to the Manager. The work of related compositors should also be checked by the time checker and output exacted, vide paragraph 121 of the Handbook.

to the Assistant Manager, with any recommendations for the disposal of particular work that he considers necessary. Special cases will be brought to the notice of the Manager for orders.

Section Progress of Work and Arrear List.

Date of receipt.	Register No. and Department.	Name of work.	No. of pages.	1st reading.	2nd reading.	When galleys to be proofed.	Press reading.	Reading and proofing.	Binding.	Probable date of completion.	Date despatched.

17 This book is to be submitted to Assistant Manager on the 2nd of every month with arrears brought forward.

77 Disposal of authors' proofs.—Authors' proofs will be forwarded with the printed copies to the officers or departments concerned, a note to this effect being made in the work docket.

Disposal of reading proofs.—The reading proofs of all jobs will be kept by the section-holders concerned for a few months, after which they are to be sent to the waste-paper godown for destruction.

Type kept standing.—The section-holders are responsible for intimating to the standing forme-keeper the details of type, orders for which have been received to "keep standing". The date, register number, name of work, etc., will be filled in in the *Standing Forme Register* and the same will be initialled by the section-holder when the formes are handed over to the standing forme-keeper. The period for which type is kept standing is regulated in accordance with the instructions laid down in rule 26 of the Rules for Printing and Binding (1935 edition) (see para. 230).

Type distributed.—Section-holders are responsible for the prompt issue of orders for the distribution of types, so that the material is made readily available for other work. A receipt book will be maintained for all formes sent for distribution.

Receipt Book for Distributed Formes

Date.	Register No. and Department.	Name of work.	No. of Formes.	No. of Pages.	Section.	Initials of Receiver.	REMARKS.
		+					

Supply of standing matter.—Section-holders requiring standing matter from the standing forme-keeper will fill in a slip as below, and on receipt of the standing matter will return it, duly receipted, to the standing forme-keeper.

Standing matter supply slip.

Standing forme-keeper, _____ Date _____

Please supply type pages of register No. _____ The name of the work is _____

_____ Section-holder.

Pages sent herewith. _____

Standing forme-keeper, _____

Received. _____

_____ Section-holder.

Instructions received direct from a department.—If the section-holder of any section receives at any time, from a department direct a slip containing any instructions regarding work, he must immediately communicate these instructions to the foreman, or where there is no foreman, to the Assistant Manager or Overseer, as the case may be, who will initial and date the slip. When the orders have been carried out, the section-holder will again submit the slip to the foreman, who will again initial and date it, and the section-holder will file the slip in the Work Docket.

No foreman or section-holder will retain any letter relating to a work without having it first recorded.

153. Closing monthly accounts.—Bill books of pieceworkers are closed on the evening of the last day of the month. If the last day of the month falls on a Sunday or closed holiday, the accounts are closed on the evening of the last preceding working day.

154. Complaints regarding accounts.—A pieceworker desiring to see his charge files, check book and bill book, should apply to the Assistant Manager, who will issue an order on the computing section to make over these so that the men concerned may check them for themselves, in the presence of the head computer.

HAND COMPOING—HAND COMPOSING SECTIONS

Hand compositors in the Government of India presses are mostly paid at piece rates and as such they are promoted according to the Rules for classification of pieceworkers (para. 26).

155. Serving out copy.—When serving out copy, the section-holder shall number it serially, and then enter in his *Distribution Register* the register no., date, time, folio no. and compositor's name. He shall also instruct compositors with regard to setting up. In the case of book-work a specimen page may be prepared for the guidance of the compositors, and in the case of annual reports the files should always be referred to.

Distribution Register.

Date.	Register No. and Date.	Name.	No. of pages.	When commenced.	When finished.	1st Reading.		2nd Reading.		Proof Reading.		Revises.		When given.	Date of Delivery of Proof or Copy.	Remarks.
						When given.	When received.	When given.	When received.	When given.	When received.	When given.	When received.			

Note.—There should be two different books—one for fresh composition and another for time work, alteration of standing matter or author's corrections.

Compositors are not allowed to work jointly, either in original composition or in alteration work, without special orders in writing from the Assistant Manager. Compositors should keep their copy clean, and before leaving office, or as soon as a batch of copy is composed, should make it over to the section-holder, otherwise he is liable to disciplinary action. In the event of a copy being lost, the section-holder should immediately report such loss to the overseer or where there is no overseer to the Assistant Manager or he will be held equally responsible with the man at fault. No excuse will be accepted for the loss of copy or proofs, and the parties to blame in this respect will pay all expenses that may be incurred. Any penalty to be imposed requires checking by the Accounts Branch in the light of the relevant provisions of the Payment of Wages Act.

156. Serving out time work.—When distributing time work, the section-holder shall enter in the Time Work Distribution Register the press register no., department, date and time of issue, folio no. and compositor's name, and, on completion of the work, the date and time finished. He will also check the entries with those in the Compositor's Time Memo. (see para. 190), affix his initials and date, and forward the time memos, together with the authors' proofs, etc., to the time-checker, so that the latter can check the time charges.

157. Equal distribution of work.—When distributing work to compositors the section-holder shall, as far as possible, give each compositor the same amount of fresh composition work, i.e., equal "takes", and also a fair share of the authors' proofs which come in, except those debarred from hour work for some special reasons. The section-holder shall put up a written report to the Assistant Manager when men refuse copy, or decline to correct authors' proofs.

158. Use of rough records forbidden.—The practice of distributing work by entering on slips of paper, both in regard to fresh composition as well as time work, is absolutely forbidden. The section-holder shall, at the time of distributing work to the compositors, enter it at once in the respective distribution books. Any section-holder who disobeys this rule will be severely punished.

158. *Uniformity of style.*—When any work, owing to its size, has to be distributed over several sections, it will be the duty of the section-holder to whom the work primarily belongs to communicate proper instructions to the other section-holders as to style and the requirements of the author. Any section-holder having work set up without informing himself as to style, etc., will have to rectify defects at his own cost. The time-checker will allow no time for rectifying such defects. It is the duty of section-holders to acquaint themselves with the *Special Instructions for Bookwork* (para. 263).

159. *Care of unfinished copy.*—Compositors will, before leaving office, place their unfinished copy in the box provided for the purpose under the custody of the section-holder.

161. *Type cases.*—Compositors requiring filled cases should obtain a requisition slip from the section-holder, and present it to the store-keeper, who will arrange to supply the cases.

Requisition for Type Cases.

Section _____		Section _____	
Please supply _____ pairs		Please supply _____ pairs	cases for _____ Dept.
cases for _____ Dept. urgent work		urgent work, Reg. No. _____	Threads are wanted at _____
Reg. No. _____ the threads are wanted			Section-holder _____
at _____		Date _____	} _____
		Time _____	
	Section-holder _____	Requisition received by me at _____	Store-keeper _____
Date _____		Received the above cases at _____	Section-holder _____
Time _____			

162. *Linotype and Monotype Metal.*—(1) The proportions for Linotype and Monotype metal should be as near as possible to the proportions recommended by the Linis and Mono Companies, which are reproduced below:—

Linotype Metal

Lead	85%
Antimony	11%
Tin	4%

Monotype Metal

Lead	72%
Antimony	19%
Tin	9%

Where a softer metal is required for mono casting the following specifications may be adopted:—

Lead	70%
Antimony	18%
Tin	12%

(2) When metal has been in use for some time and has been subjected to frequent melting the original proportions of the constituent metals will have naturally undergone a change. Proper rejuvenation is impossible unless the proportions of the constituents are known and for this purpose such metal should be assayed as considered desirable, and the original proportions of the constituents restored thereafter.

(3) New metals when received shall be stored by the general store-keeper. The metals should be tested and if found according to the specification bills should be verified by the general store-keeper and sent to the Accounts Branch for payment.

(4) The metals shall be issued by the general store-keeper on receipt of an indent from the type store-keeper duly signed by the Assistant Manager. The type-store-keeper will issue the same to line and mono sections where the metals shall be kept in a box under lock and key and issued to individual line operator or mono caster by the mechanic of the respective sections.

163. Pye cases.—Compositors must see that cases are free from pye and have clean quadrat and space boxes. When cases are found to contain pye, the fact should be reported to the store-keeper. Compositors and distributors taking over cases from each other must satisfy themselves that the cases are free from pye. Any man working at a case found to contain pye will clear such case at his own expense. All cases in general use in a section must be frequently inspected by the section-holder, and the whole section will be held responsible for any pye found in such cases, unless the guilty person, or persons can be traced. When a heading case is taken out of a rack, the compositor should replace it neatly in the proper rack immediately he has no further use for it.

164. Shortage of types and materials.—It is the duty of the section-holders to see that men are not kept idle for want of material. If there is a deficiency in the quantity of material available, the store-keeper should immediately report to the section-holder, who shall arrange to distribute other work to the compositor until such time as the material required is available. The deficiency is at once to be reported to the overseer, or where there is no overseer to the Assistant Manager, who should, if further orders are required, refer to the Assistant Manager.

165. Distribution of matter.—To prevent a scarcity of material, the foremen and section-holders will see that there is no delay in the distribution of matter, after it has been worked off at press. "Standing matter", such as column heads of index to proceedings, signature and designation lines of current letters, etc., must be so marked on the file by the section-holders and be made over to them by the distributors. The material used for work in progress should be made over to the section that is doing the work, until it is finished, when the material should be returned to the general store.

166. Papered-up type.—Papered-up pages of type must not on any account be allowed to lie about the office. When the standing forme-keeper issues any from his charge, the section-holder must take them over immediately, and see that the paper is at once removed; when no longer required the section-holder will have them papered-up again, and return them to the standing-forme-keeper without any delay. The latter will see them properly stacked. If any papered-up pages are found lying about the office, the section-holder concerned will be held responsible and dealt with; the same will apply to the standing-forme-keeper, should any pages be found lying about in his room.

167. **Papering of Blocks.**—When blocks are no longer required they should be washed with paraffin oil and dried. After that they should be packed securely (with vaseline on their faces) with a print of the blocks and other necessary details on the outside cover to simplify identification.

168. **Sorts.**—Sorts must not be taken from cases without the permission of those who are working at them, but compositors should permit others to take sorts which they may have in abundance. Compositors must not take sorts from cases in use by distributors; they must apply to the case-room type supplier.

169. **Turning for scarce sorts.**—Letters temporarily substituted for others which are not procurable at the time of composition must not be turned face downwards, but the "nicks" should merely be inverted.

170. **Picking scarce sorts.**—Recourse to this practice is prohibited. The section-holder must be informed of any shortage, so that he may arrange for the supply of the sorts required.

171. **Pye.**—Hand compositors will be held individually responsible for any type, etc., found on the ground in the immediate vicinity of their frames. Severe disciplinary action will be taken against an employee detected in secreting or wrongfully disposing of pye.

172. **Leaving pye on the imposing-slab.**—No type, leads, quotations, etc., should be left on the imposing-slab after a forme has been locked up.

173. **Careless composing work.**—Compositors are liable to a fine of one pie for every mark on their proofs not corrected. As much trouble is caused by compositors introducing mistakes into matter by carrying out corrections in wrong places, warning is given that such carelessness will render the compositor liable to a reduction in class, in serious cases, even to the lowest class of compositors. The attention of compositors is particularly directed to the necessity for equal spacing, as they will be called upon to rectify unequal spacing or imperfect justification at their own cost. First proof readers will bring to notice those compositors whose matter is incorrectly composed, badly spaced or imperfectly justified so that the defect may be remedied by the man at fault.

174. **Excessive blanking out.**—Matter that has to be re-made up through the fault of a compositor will, if he is employed on piece work, be re-made up at his cost. Similar faulty work on the part of a salaried compositor, or a piece compositor employed on time work, will render him liable to a fine and in the case of a frequent offender, to disciplinary action. A proof of all preliminary matter, after being read, together with the first sheet of the text, must, in the case of every new work, be submitted to the Assistant Manager for approval.

175. **Unnecessary corrections in proofs.**—A compositor finding corrections marked in one proof and altered in a subsequent one should bring the matter to the notice of the section-holder. Readers responsible for such unnecessary waste of a compositor's time will be liable to be punished by disciplinary action.

A compositor who sets up matter is generally expected to execute three corrections and a revision without any other charge than the cast-up value. Proofs of absentees are corrected on time. The time occupied in correcting absentee's proof will be noted on the proof by the section-holder and the amount deducted from the price of the matter and credited to the corrector.

176. **Forwarding proofs to be read.**—Section-holders must, in every case, send to the reading section, first proofs along with the second proofs, second proofs along with third proofs, and so on.

177. **Proofs.**—Proofs must be clearly pulled; before they are sent out, the matter must be read twice, or thrice if necessary, and be carefully revised. Where the number of copies to be printed is not stated in the requisition, inquiry should be made when forwarding the first proof. The copy should be sent out with the proof; if it be returned it should be forwarded to author when the work is completed.

178. **Correcting proofs on time.**—The section-holder should write the corrector's name on every proof, and note the time when it was given to be corrected and when it was returned corrected. As a rule, he must not allow any charge for alterations, other than those made after the proof has been sent out; an exception being made in the case of broken matter, which must be clearly marked, and vouched for by the section-holder. The following classes of proofs corrected by compositor are paid for on time:—

- (1) Proofs of author's corrections whether on fresh or standing matter.
- (2) Final press reading or print order of fresh matter.
- (3) Careful reading of standing matter done after the author's corrections.
- (4) Press reading of standing matter done after the author's corrections.
- (5) Revision of standing matter done after the author's corrections.
- (6) Print order of standing matter done after the author's corrections.
- (7) Clean sheet of standing matter done after the author's corrections.

NOTE.—When carrying out corrections on final revises and clean sheets, compositors on class 10 and higher are allowed to charge at their respective class rates, while those on lower classes are paid at the rates laid down in para. 217 of Chapter XI.

179. **Queries in proofs.**—Despatch of proofs for a special purpose, such as to decide a query, should be accompanied by a letter or note signed by the Manager, or Assistant Manager, stating the reason for submission of the proof.

180. **Forme-proofs.**—When the final proof of a job is about to be submitted to the author, the matter should be made up into pages, imposed and locked in formes, so that forme-proofs can be submitted.

181. **Instructions as to size of pages.**—The section-holder, after arranging the galley proofs in order and numbering them, will instruct the make-up man as to the length the pages are to be made up, and also give any other special instructions which may be necessary.

182. **Making up pages.**—The make-up man will then make up the matter in its proper order into pages, being specially careful that each page is gauged to the same length by using the gauges supplied. He will also pay particular attention to the spacing between headings and paragraphs, so that the spacing will be uniform right through the job. He should use clumps after the folio lines and at the bottom of each page. Whenever two or more leads are required in spacing, clumps should be used. Making up includes composing head, folio, signature and white lines, inserting marginal and footnotes and tying up page ready for imposition and pulling proofs.

183. **Press order proofs.**—Press order proofs should be corrected and be revised by a reader before they are made over to the press jennadar.

or press and machine foreman. Assistant section-holders will write on press order proofs the press register no., the initials of the department, the number of copies, the description of paper, the date sent to press and to whom the forme is to be made over after it has been printed off, and their own initials. Press order proofs will then be signed by the section-holders in token of having checked the correctness of the particulars given by the assistant section-holders.

184. Formes to be revised before being sent for printing.—Press order proofs will be pulled in triplicate, and one must be revised to see that all corrections have been properly carried out, before the formes are sent down to the machine or press-room for printing. Section-holders will pay close attention to see that pages have been properly made up, and that the formes are locked securely and true. Disciplinary action will be taken against those guilty of a breach of this rule.

185. Additional copies.—Orders for additional copies after the first order is printed off, or for copies for other departments, or for copies of separate portions of a work, must be registered anew.

186. Office file copies.—Four copies of book work, and two copies of all other work, should be printed for office files, unless otherwise ordered. No file copies of confidential work should be printed unless specially ordered.

187. Binding file copies.—When a work is finished, section-holders will make over a complete binding file to the bindery with the details of binding entered in the binding order.

Binding Order.

(Part 1.)					
Printing Office Register No. _____	(Part 2.) <i>Issue of Materials.</i>				
Name of Work _____					
Size _____	Date.	Description.	Quantity.	No. of copies.	Signature of Issue Clerk.
Number of sheets per copy _____					
Number of copies _____					
To be bound in _____	(Part 3.) <i>Despatch.</i>				
To be inserted _____	Register No. _____				
To be stored in sheets _____					
To be despatched in loose sheets _____					
To be _____	Date.	No. of copies.	To whom sent.	REMARKS.	
To be _____					
Total _____					
Total _____					

188. Unfinished work.—At the beginning of every month, the section-holder will receive from the receipt clerk, through the foreman (Assistant Manager in the case of the Simla Press), the particulars of work which has been kept standing for more than a month, for check before submission to the Manager, for despatch to the Controller of Printing and Stationery, India, so that endeavours may be made to obtain the print order. (See page 216).

189. Overtime Requisition.—A section holder requiring his men to work overtime should fill out an Overtime Requisition. He will intimate to the men by name that they are required, after the requisition has been countersigned by the Assistant Manager. The overtime requisitions must be very carefully filled in, and they should be submitted so that they can reach the Assistant Manager not later than 4-30 p.m. each day.

(Form.)

Overtime Requisition—Case Room.

On the reverse the Ticket Nos. of the workers in each section are printed and those not required for overtime attendance should be struck off.

Missing Requisition for _____ Night

Name of Section	Name of the Section required to attend overtime	No. of selected men required as shown below the works	No. of piece made	For what work this done

Ticket Nos.

Section	Galley and Store Room	Stores			

Permanent Salaried Hands

Temporary Salaried Hands

(Continued.)

Ticket Numbers of Compositors.

Section 1.	Section 2.	Section 3.	Section 4.	Section 5.	Section 6.	Section 7.	Im- press.

Section-holder.

Overseer.

Asstt. Manager.

190. Hour Work.—Author's corrections and altering standing matter, etc., are done on time (see para 170). Small quantities of matter cancelled in author's proofs are distributed on time by those who correct the proofs. Proofs of large quantities of cancelled matter are pulled and made over by the section-holders for distribution in the usual manner. After correcting a job, the compositors make their time memos and enter therein the titles of work, the folios or signatures, compositors' names, no. of pages corrected and the time occupied. The section-holder, who will be held primarily responsible that the proper amount of work is done for the time charged, on receipt of the time memos from the compositors makes the necessary entries in his Time Work Distribution Register and passes them on to the correction checker for checking the time charged. The time memos are then submitted by the checker along with the proofs to the overseer, or the Assistant Manager who initials the memos in token of his having passed the charges. The time memos are made over to the compositor who fills in the amount each man is entitled to, according to his class, and credits the same to his account in the Compositors' Bill Book. At least 10 per cent. of the compositors' time memos will be daily gone over by the overseer to verify the checker's work.

Compositor's time memo.

Name of Work

Date.	Sec. No. and Depart- ment.	Name of Work.	Time taken.		Folio or Sig.	Class.	No. of hours allowed.	Rate.	Amount.		
			Com- pleted.	Excess- ed.					Rs.	p.	...

Note.—A time memo similar to above, printed on coloured paper, is used for author's corrections, etc. Each man will have a time memo, for each day.

200. Duties of forme-carriers.—After the formes have been properly locked up, the forme-carriers will carry them to the forme-proof press for pulling proofs and then place them in the forme-racks. They will also carry the formes from the forme-racks to the imposing surfaces whenever required for correction, and after correction the formes will be taken either to the forme-racks or to the machine room for printing, as the case may be. If any type drops from the forme when the forme-carriers are moving it, they must at once report the fact to the section-holder, who will have the forme placed on stone, the type correctly replaced, and any defects in composing or locking rectified.

201. Brushing galleys and formes.—After a proof has been pulled from the galley or forme, the galley or forme-proof pressman must thoroughly brush the type over to remove all ink. The galley or forme will then be placed in the galley or forme-rack, as the case may be, and have the rack-number noted on the corner of the proof. Those responsible for a breach of this rule will be fined.

202. Responsibility for bad spacing.—In all instances where the forme does not lift readily, the spacing must be examined by the section-holder, or the assistant section-holder, and if the dropping of letters is found to be due to careless spacing, or justification, the matter should be reported to the Assistant Manager/overseer for necessary action against the compositor concerned who will be liable to be fined (where permissible) or punished by disciplinary action.

203. Charge files.—The details on the impositor's charge files are written up by the section-holder. He should enter the name of the impositor, register no., number of formes, etc., and initial them. The charge files are then sent by the impositor in the receipt books to the computing section.

MACHINE COMPOSING—LINOTYPE OPERATING SECTION.

204. Section-holder.—Immediately on receipt of work from the overseer, the section-holder shall enter up in his *Register of Work Received* (see para. 152) all the details called for by that register. (Proofs when returned to press will also be entered in the register before issue to the operators for the purpose of carrying out the author's corrections. The section-holder must see that the work is got out at the earliest possible hour and will be held responsible for any delay.)

The section-holder before giving copy to an operator should mark style, type, indentation and issue all the instructions to the operator necessary to ensure uniformity and correctness in setting. Such instructions will not be given by readers, who will definitely refuse any information should the operators consult them. If the section-holder is in doubt he should consult the overseer, or Assistant Manager.

205. Serving out copy.—When serving out copy to the operators the section-holder will number it serially and enter in his *Copy Distribution Book* the register no., date, time, folio nos. and operator's name. The date and time the composition is finished and reading proof corrections, etc., carried out will also be entered. The date the work is sent for approval or printing will be entered in the *Register of Work Received*.

Linotype Operator's Daily Docket.

Name _____ Machine No. _____ Date _____

Page No.	Department	Size of Type	Machines	No. of lines	No. of ems	Spaced	Finished	This section					Remarks						
								In reading proofs	2nd reading proofs	Authors	Stoppages	Press proofs							

Note.—A proof of all matter for which a charge is made must be attached to the Daily Docket. Any stoppage time or hour work must be authenticated by attaching the Hour Work or Stoppage Report (see para. 211) to the Daily Docket.

209. Operator's corrections.—Operator's corrections will ordinarily be done by the man who originally composed the matter. In the case of absences, if the corrections are done by another man a proof of the corrections will be submitted to the section-holder by the operator who does the corrections. The section-holder will verify the proof and then send it to the computer for computation of outturn stating that "Corrections done by.....in lieu of.....". The number of ems on account of corrections will be credited as fresh matter to the man who did the corrections and debited against the original composer, who will be credited with the total composed ems of the first proof, less the corrections.

If corrections are not carried out and the proofs or printed copies are sent out uncorrected or improperly corrected, it will be necessary to take action against the man responsible, as failure to carry out corrections constitutes fraud.

210. Stoppages.—Stoppages must be immediately reported to the overseer (Assistant Manager in the Simla Press) through the mechanic on the Stoppage Report, and if such are caused through mishaps beyond the control of the operator, he may, under the special orders of the overseer (Assistant Manager in the Simla Press), be allowed to enter the time taken to rectify the stoppage in the Daily Docket.

Operators are not allowed to work during stoppages or leave intervals of any kind. This again is a matter for which the section-holder will be held personally responsible, together with any operator who may infringe this rule.

Stoppages on account of—

- | | | |
|---|-----------------------------|-------------------------------------|
| (a) No work | } will be signed by A. M. | |
| (b) Machine cleaning | | |
| (c) Defective Machine | | |
| (d) Failure of current | | |
| (e) Friday prayers | | |
| (f) Works Committee Meetings | | } by section-holder. |
| (g) Early leave on outdoor pass | | } by Assistant Manager or overseer. |
| (h) Machine stoppages (due to operator) | } to be specially reported. | |

When signing stoppages in verification of the mechanic's time, the section-holder should ensure that only the actual time is entered up. In the event of operator's carelessness causing a mechanical defect, the section-holder will report circumstances to the overseer or Assistant Manager before time "not chargeable" is entered up. Heavy repairs to machines should, whenever possible, be attended to during meal intervals or on closed days.

211. Hour Work.—All hour work will be checked strictly on the basis of the amount of work entailed. Hour work of all descriptions must be entered by the section-holder in the Daily Docket for each operator separately, and the operator should note the entries made therein, as he will be held jointly responsible with the section-holder for the correctness of all entries. The "time started" on this class of work will be entered when the work is commenced and the "time finished" when the operator submits the proof of the composed matter to the section-holder.

Press orders will ordinarily be given 10 minutes only, but it is obvious that this may not cover all classes of press orders, and consequently it is open to the section-holder to use his discretion in allowing additional time for the particular class of time work. (The section-holder must bear in mind that all time work must be given the minimum allowance consistent with incurring no hardship to operators, and it must be definitely understood that the reason for this is to avoid undue inflation of time work totals, as it is evident that if time work is allowed to increase, fresh hours are proportionately reduced, and the opportunity is provided for work to be done during time work periods that should be done during fresh work periods. It is essential that the section-holder strictly observes this rule.)

Time will be allowed for liner and magazine changing in exceptional cases, but this should not be necessary very often if the section-holder exercises discretion in the distribution of work. He, however, must not interpret this to mean that work must be given to any one operator in undue quantities, as equal distribution of work is of primary importance. Time will not be allowed for magazine or line changing connected with magazines that are on the machines, or liners that are in the existing moulds on the machines. Five minutes will be allowed to Linotype operators for measure changing.

In connection with the entries of time work it must be clearly understood that the Daily Docket (para. 204) forms the basis of all computations and it is necessary for everyone concerned, in entering up these records, to exercise the greatest care and accuracy. It should be understood that apart from reported time, the matter set has to be charged proportionately to the operator's usual speed for the class of work in question.

Any disputes regarding the time allowed should be referred to the Overseer, Assistant Manager or Manager for final decision.

Hour Work or Stoppage Report.

Date: _____												Name: _____		
CHARACTER											No. of Machines used.	Total	Hours credited to be paid in by Time Keeper.	Remarks.
Press orders	No. sets	Line changing	Magazine cleaning	Defective machines	Fallout of frames	Friday papers	Early hours				Machine stoppage due to operator			
H.M.	H.M.	H.M.	H.M.	H.M.	H.M.	H.M.	H.M.	H.M.	H.M.	H.M.	H.M.	H.M.	Hours.	

CARE AND CONDITION OF MACHINES.

Linotype operators are held personally responsible for the condition of their machines. Carelessness or wrongful use on their part resulting in damage to the machine or materials under their charge will be punishable by fines and/or by disciplinary action. Full allowances will be made for fair wear and tear.

Before starting work in the morning Linotype operators will carefully examine their machines and see that all parts are properly cleaned and adjusted. The plunger will be thoroughly brushed and cleaned and the well of the metal

Keyboard Operator's Copy Distribution Book.

From Register No.	When received (if Mono Section)	Name of Keyboard Operator	No. of pages given to K. O. Operator	Date and Time		No. of sheets
				Given to K. O. Operator	Finished by K. O. Operator	

215. **Equal distribution of work.**—The instructions applying to Lino section-holder (see para. 206) will generally apply to the Mono section-holder.

216. **Charge files.**—After a matter has been perforated and cast on the casting machine, two proofs are pulled, one of which goes to the Reading section for 1st reading correction, and the other, duly signed by the section-holder, which is attached to the Keyboard Operators' Daily Docket is the charge file. For the guidance of the computer, operators will mark their charge files according to the amount of matter actually composed (i.e., striking out matter repeated on the casting machine) and will also indicate if the work is tabular or solid. The section-holder will be held responsible that charge files are not delayed by the caster attendant or the pressman. They are to be sent to the computing section daily, together with the daily docket, and not kept until the end of the month. The computer will bring to the notice of the Assistant Manager any instance of doubtful charge files.

217. **Keyboard Operators' Daily Docket.**—Each operator will make out a Daily Docket showing details of his outturn and stoppages which will be attached to the charge files for computation. The section-holder will see that these daily docket and stoppage reports are sent regularly to the computing section after proper check.

Keyboard Operators' Daily Docket.

Name _____ Machine No. _____ date _____

Register No. and Dept.	Page No.	Size of type.	Measure.	Started.	Finished.	Remarks.

✓ When handing over spools for casting, operators will attach a slip to each spool giving particulars of the matter set, i.e., register number, size of type, measure, and whether or not italic or black lay-out is required on the casting machine.

Spool Slip.

Press Reelster No. _____
 Folios _____ To _____
 Measure _____
 Set _____ Designation _____
 K. B. O.'s Name _____
 Date and Time commenced _____
 Ditto finished _____
 Instructions to Caster Attendant _____
 Caster No. _____
 Date and Time commenced _____
 Ditto finished _____
 Depth of spool in pies or 12 pt. _____
 No. of Mono ens _____
 Weight in lbs _____

218. Hour work.—Hour work of all descriptions must be entered by the section-holder in the Daily Docket for each operator separately, and the operator should note the entries made therein, as he will be held jointly responsible with the section-holder for the correctness of all entries.

219. Stoppages.—All stoppages to be immediately reported by the operator to the mechanic, who will report in detail to the overseer (section-holder in the Simla Press) on the Stoppage Report. Time lost by operators through stoppages beyond their control and machine faults to be cumulative daily, and to be chargeable, provided the stoppages amount to not less than 10 minutes. Details of stoppages shown in para. 210 are the same in this case. Instructions regarding verification of stoppage time and reporting circumstances of mechanical defects caused through the carelessness of the operators, and attending to the heavy repairs by the mechanic, are the same as prescribed for Lino operators (see para. 210).

Stoppage Report.

Date _____		Name _____									
		Chargeable						Not charge- able			
No work.	Machine running	Defective machines	Faults of current	Friday prayer	Early break			Machine stopped due to operator.	Total	Hours attended to be filed in by Time Keeper.	REMARKS
H.M.	H.M.	H.M.	H.M.	H.M.	H.M.	H.M.	H.M.	H.M.	H.M.	Hours	

MONOTYPE CASTING SECTION

220. Section-holder.—On distributing spools to the caster attendants, the section-holder will enter the details on the spool slips under "instructions to caster attendants". He will at the same time fill in the first 4 columns and the 6th column of the Caster's Daily Docket.

Caster's Daily Docket

Name _____		Machine No. _____		Date _____			
Reg. No. and Dept.	Page No.	Size of Type	Musket	No. of cast on No.	Started.	Finished.	Remarks.
1	2	3	4	5	6	7	8

On completion of the casting, cols. 5 and 7 are filled in by the section-holder. Two proofs are taken of the matter, one of which becomes the charge file and goes to the computing section, and the other is sent to the reading section for first reading. That sent to the computing section is used for the purpose of computing the output of the operator and caster, which is entered in the Monthly Output Book of Mono Operators by the computer.

321. Stoppages.—As in the case of operators, casters must report the details of all stoppages on the Stoppage Report. The section-holder will be held personally responsible, with the caster attendant, that all stoppages are correctly reported.

Mono Caster's Stoppage Report

Date _____		Name _____		Machine No. _____									
No. of casts	Waste casts	Waste Casting per cent	Casting loss	Machine stopping	Change of type	Blank in cast	Fumes of press	Stoppage due to casts		Total loss	Total of waste made and lost	Remarks	
								11. M.	12. M.				
11. M.	12. M.	11. M.	12. M.	11. M.	12. M.	11. M.	12. M.	11. M.	12. M.	11. M.	12. M.	11. M.	12. M.

Assistant Manager.

CARE AND CONDITION OF MACHINES

Operators.—Operators are held personally responsible for the condition of their keyboards. Carelessness or wrongful use on their part resulting in damage to the machine or materials in their charge will be punishable by fines and/or by disciplinary action. Full allowance will be made for fair wear and tear.

✓ When parts become damaged or any breakages occur, they must be immediately reported to the assistant through the machine and a note on

*Assistant Manager in the case of the Simla Press.

caused through carelessness on the part of the operator, he will be liable to fines and/or disciplinary action and will not be allowed any stoppage time.

All broken and damaged justification drums, or other parts, must be made over to the mechanic, who will immediately report to the overseer*.

Operators will be fined (where permissible) or punished by disciplinary action for not reporting breakages, losses, etc., as they occur.

Operators found hiding, or doing away with damaged parts, will be liable to instant dismissal.

Before starting work in the morning, monotype operators will carefully examine their keyboards and clean them with the air pipe. On Saturdays, the keyboards must be thoroughly cleaned and oiled.

Monotype Caster Attendants are held personally responsible for the condition of their machines. Carelessness, wrongful use or failure to carry out the instructions given below, which may result in damage to the machine or materials under their charge, will be punishable by fines and/or by disciplinary action.

Before starting work in the morning, monotype caster attendants will carefully examine their machines and see that all parts are properly cleaned and oiled. Oil all working parts in the oil holes provided. (Only a spot of oil is necessary on the centering pin, otherwise the oil runs down into the matrix case.) Polish the piston with plumbeago and clean out piston-way in pump body. Drill down the nozzle with a small drill (No. 52). The metal in the pot should be stirred well and all dross skimmed off.

When the work for the day is finished, monotype caster attendants must turn off the thermometer, turn off gas and water supply, take off bridge and mould cross block and clean nozzle and jet blade, making certain that no metal shavings remain on the face of the mould blocks. Remove and clean piston. Clean the die case while the matrices are warm and before the oil and dirt congeals, by brushing out in kerosene oil and then blowing out under the air pipe provided. When cleaning matrices both the face and the cone holes at the back must be cleaned. The matrix case must be kept free from oil and cleaned frequently.

On Saturdays attendants must thoroughly clean their machines. The plug from the bottom of the pump body must be removed while hot. Drill up the long arm with long flat drill until the drill is even through the hole under the nozzle. Drill up the nozzle with 4" drill until within 1" of the top of the nozzle. Drill down the nozzle with small drill (No. 52). Also drill out inlet hole in the pump body with a 1" drill.

Each time the bridge is taken off and replaced, the attendant must cast some en-rules (No. 2 hole in paper) and take them to the mechanic to test the alignment.

No part of the machine should be opened out, other than that necessary for making changes or cleaning, without the orders of the overseer*.

Caster attendants must watch the matter being cast, and if a matrix is found to be dirty or blocked up with metal, stop the machine and clean out the die case. Carelessness on the part of the attendant in this connection must be brought to the notice of the overseer* by the section-holder, and the attendant is liable to pay a fine.

When parts become damaged, or any breakages occur, they must be immediately reported to the overseer* through the mechanic, and if such are caused through carelessness on the part of the caster attendant he will be liable to fines and/or disciplinary action.

All broken and damaged parts must be made over to the mechanic, who will immediately report to the overseer*.

Caster attendants will be fined (where permissible) or punished by disciplinary action for not reporting breakages, losses, etc., as they occur.

Caster attendants found hiding, or doing away with damaged parts will be liable to instant dismissal.

(Letter No. A-451, dated the 21st June 1928, from the I. & L. Dept., and C. P. and S. I. Memo. No. 224(36-A. & F., dated the 3rd/4th March 1940.)

* Assistant Manager in the case of the Simia Press.

MONOTYPE CORRECTING SECTION

222. Section-holder.—The same instructions as in para. 190 should be followed except that the details of the time work done by the mono correctors will be entered in the *Mono Compositors' Daily Time Memo*, and that the particulars of time work will be entered by the section-holder in the *Register of Work* (see para. 213).

223. Correcting.—Corrections of matter set on the monotype machine will be carried out by compositors on time work.

If necessary, the operators will set up such portions as may require to be set up on account of the heavy nature of the corrections.

When the operators are paid on corrected *en fards* of the time taken by compositors in carrying out the corrections will be debited against the operator concerned, i.e., the number of hours will be added to the attendance hours of the operator.

The compositors employed on monotype corrections will enter the details of their daily work in a "*Daily Time Memo*."

224. Making up.—Making up of matter set on the machines will be carried out by a corrector, or by a compositor on time work, who will enter the details in the *Mono Compositors' Daily Time Memo*.

New matter
Standing matter

Mono Compositors' Daily Time Memo.

Name _____

Date	Register No.	Department	BULKY IN LINE AND NATURE OF OPERATOR'S WORK		Time		Folio or Signature	Class	No. of hours	S. M.'s Initial	Checker's initial	Rate	Amount
			First reading, 2nd setting and revise	Final composition, arranging, making up, etc.	Yellm.	Finalist.							
			Author's proof.	Re-making up, press review, etc.									

225. Overtime.—*Machine composing sections.*—The section holders of these sections requiring men for overtime will make out an *Overtime Requisition* in the form below. Instructions regarding intimation to the men by name, filling in the requisition and submitting it to the Assistant Manager are the same as laid down in para. 189.

(Form.)

Overtime Regulation—Mono and Line sections.

On the reverse the Ticket Nos. of the workers in each section are printed and those not required for overtime attendance should be struck off.

Requisition for Morning attendance for _____ 19
Night

Name of Section.	Name of the Supervisors assigned to attend overtime.	No. of selected men required as shown below (in words).	No. of men back.	For what work (full details).
Mono	Section-holder, Mechanics.			
Line	Section-holder, Mechanics.			

Permanent salaried hands.

Mono operators.	Line operators.
(Names.)	(Names.)

(Reverse.)

Ticket Nos.

MONOTYPE

Permanent salaried men.

Galle proof pressmen.	Form setters.	Music men.	Compos.	Main correctors.	Type setters.	Head setters.

Temporary salaried hands.

Form setters.	Labourers.	Verifiers.	Music correctors.	Imposition.	Distributors.

LINE TYPE

Permanent salaried hands.

Galle proof pressmen.	Form setters.	Line correctors.

Temporary salaried hands.

Form setters.	Labourers.	Line correctors.	Imposition.

Section-holder.

Overseer.

Assistant Manager.

TYPE STORE SECTION

GENERAL

The Type Store Section is essential for the supply of type and materials to the composing sections. The distributors, pye-sorters and pye distributors employed therein are pieceworkers and are eligible for promotion in accordance with the Rules for classification of pieceworkers (para. 25), while the suppliers are men on fixed pay.

226. Type store-keeper.—The type store-keeper is responsible for the cleanliness and orderliness of the type store-room. He is responsible for seeing that the sections are supplied with type materials correctly and expeditiously. He is also responsible for the work of the distributors, suppliers and pye-sorters. He should see that the heading type cases are clean, and are filled and correct in place in the numbered racks. He will be held responsible for seeing that coolies for carrying compositors' and distributors' cases, are kept at each store, and these men are not withdrawn for any other work. He will be held responsible that type formes sent for distribution are promptly distributed and will issue a receipt for every forme received in the *Receipt Book for Distribute Formes* (page 278).

DISTRIBUTION.

227. Cases.—The store-keeper, distributors and compositors are responsible that the cases are kept free from pye. When type cases are received from the composing sections the store-keeper will examine them personally. The empty cases should be immediately replaced with filled cases on a requisition signed by the section-holder (para. 161). In the event of any special work requiring the issue of a number of cases at any one time section-holders are to give the store-keeper timely notice stating the number of cases and the purpose for which they are required, so that arrangements can be made for the expeditious supply to the section concerned.

228. Batter box.—A box is kept in the distributing section in which broken and defaced type should be placed. (When the box becomes full its contents should be weighed and the quantities written off in the *Dead Stock Ledger*.) The type will then be melted and the metal made over to the general store-keeper.

229. Careless distribution.—Distributors will be fined for careless distribution, and, if frequently brought to notice for this fault, they will be dismissed.

230. Secreting matter.—Distributors failing to distribute, or secreting matter made over to them for distribution will be severely dealt with, as this amounts to defrauding Government.

231. Disposal of cases and sorts.—Distributors will not allow sorts to be taken from their cases, except by the store-keeper. If there is an excess of some particular sorts in the matter being distributed, the superabundance should be removed under the orders of the store-keeper, so that each box may be evenly filled. If the boxes are over-filled the case will become piced. Upper and lower cases bearing the same number should be used together. The store-keeper will direct the distributors as to the disposal of cases when filled.

232. Distribution of secret and confidential work.—The distribution of all secret and confidential work is carried out in the secret section and not in the store-room. When distributors are required for this purpose the secret section-holder will send a *Requisition for Distributors* to the store-keeper, who will see that only reliable and trusted men are detailed for this important duty.

Requisition for Distributors.

Section _____
 Please supply _____ distributor for _____

 Reqr. No. _____ Size of forme and type _____

 Date _____ Time _____ Section-holder. _____
 Requisition received by me at _____ Store-keeper. _____

 Time Received _____
 Returned _____

 Section-holder. _____

Distributor _____

233. Hour work.—The time of engagement of distributors on hour work is entered in the Distributors' Time Memo, by the store-keeper which is signed by the overseer* and verified by the time-keeper. The memos before being made over to the computer are submitted for the Overseer's or Assistant Manager's initial. The computer then enters the amounts in the Distributors' Bill Book.

Distributors' Time Memo.

Name of Work _____

Date.	Reg. No. and Department.	Name of Workman.	Time taken.		Folio or Page.	Class.	No. of hours allowed.	Rate.	Amount.		
			Commenced.	Finished.					R.	A.	P.

234. Charge files.—Proof of the sheet or job for distribution, made over to the distributor by the store-keeper which is entered in the Distributors' Diary of Work, is the charge file.

Distributors' Diary of Work.

Date.	Register No. and Dept.	Signature of Sheet.	No. of Pages.	Serial No. of Tables.	Hours.	Time Work of day.	REMARKS.

In making over the proof of the sheet or job to the distributor, the store-keeper should write on it the printing office register no., the title of the work, the signature of the sheet, the distributors' names, and the date on which the work is given out. On the completion of the work,

* Assistant-Manager in the case of the Simla Press.

the proof will be taken to the store-keeper, who after ascertaining that the work has been done, will initial and date it. The proof will then be made over to the computer in a receipt book (para. 194).

PYE-SORTING AND PYE-DISTRIBUTION.

235. **Pye-sorting and distributing.**—Pye-sorting and pye-distributing accounts are maintained by the type store-keeper in the *Register of Pye*.

Register of Pye.

Date.	Acknow- ledgment voucher No.	From what Section.	QUANTITIES.		QUANTITIES.		Quantity sent to Store or Foundry.	ACKNOWLEDGMENT VOUCHER No.		REMARKS
			Un- sorted.	Sorted.	Sorted.	Distrib- uted.		Date.	No.	

236. **Sorting.**—The quantity of pye issued by the store-keeper for sorting is entered in the *Pye-sorters' Daily Outturn Sheet*.

Pye-sorters' Daily Outturn Sheet.

Date.	(Name of sorter.)				(Name of sorter.)				(Name of sorter.)				TOTAL.			
	Sorted.		Broken.		Sorted.		Broken.		Sorted.		Broken.		Sorted.		Broken.	
	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.	lb.	oz.

At the end of the month these sheets are sent to the computing section for computation.

237. **Distributing.**—The amount of pye issued to the distributor is entered in the *Pye Distributor's Voucher*.

Pye-Distributor's Voucher.

No. _____	Date _____				
Name _____					
Ticket No. _____				Date _____	
WEIGHT					
Class _____	Baromet. _____			Weight returned with case: _____	
Type _____	Short _____				
Case _____	Factor _____			Balance of pye, if any: _____	
	Balance _____				
	Store-keeper _____			Store-keeper _____	
This book is to be handed by store-keeper to printer* on day not later than 5.30 every morning.				This slip will be handed to store-keeper when he states his readiness to commence weighing.	

* Assistant Manager in the case of the Simla Press.

Temporary Salaried Hands

Distributors (Piece)

STANDING FORME SECTION

239. Standing Forme-keeper.—The standing forme-keeper is responsible for all formes and pages sent to him to be kept standing. He will maintain a *Register of Type to be kept standing*.

Register of Type to be kept standing.

Date.	Regt. No.	Department.	Name of work.	No. of pages.	No. of formes.	Section-holder's initial.

He will be held responsible if any forme or page ordered to be kept standing, is sent to the type store for distribution, unless he is able to produce any orders authorising such distribution.

240. Issuing standing matter.—The standing forme-keeper will issue standing matter only on receipt of a signed requisition from the section-holders on the proper form. He will see that he gets the receipt back duly signed by the section-holder (see page 278).

READING SECTION.

241. Head Reader.—The Head Reader is in charge of and exercises general supervision over the reading section. He is responsible for the efficiency of the section and should see that the readers and revisers are

given work in proportion to their pay as far as possible. He should attend to clean sheets, solve queries, sign all outturn sheets of readers and revisers and watch that proofs are not delayed but returned to section expeditiously. The revision proofs will be collected and taken away by the Section concerned. He should read proofs when time permits. He is also responsible for the general good conduct of the section and should attend to trials of prospective readers and copyholders when vacancies are to be filled up.

242. *Proof Readers.*—Proof reading is the duty allotted in the press to "readers" or "examiners" to detect all errors, to mark them on proofs by certain long-established symbols, and to query all doubtful passages or words. To read proofs efficiently the reader must possess a good general education and a practical knowledge of the art of typography, and be able to check the correctness of ordinary quotations (English, Latin, and French). He should also have a thorough knowledge of the signs and marks used in proof correcting (see method of marking proofs below paragraph 247) and should make his corrections clearly and neatly to avoid confusing the compositors. He should cultivate a quick perception and a retentive memory. He should also possess an extensive and varied knowledge, as there is no species of learning which may not at some time come of use to him. Readers have peculiar duties and they require special qualifications for the efficient performance of those duties. It is therefore a mistake, and one of not infrequent occurrence in India, for any tolerably well-educated man to imagine that, with a little practice, he could become a reader notwithstanding that technical knowledge is lacking.

All readers should carefully note the "*Special Instructions for Book work*", paragraph 262.

243. *Copyholders.*—Each reader is given a copyholder, whose duty it is to read the "copy" aloud to his reader. A copyholder must be able to decipher bad or defective manuscript easily. It is against all rules for a reader to take the manuscript and give the proof to his copyholder.

244. *Revisers.*—A reviser's duty is to see that the corrections and marks made by readers, authors, etc., have been correctly attended to by the compositor; if not, to bring the fact to the notice of the Head Reader to enable him to take action to secure the reduction or cancelling of the time charged for correcting the author's proofs, or that other suitable action is taken against the compositor. The reviser should check the beginning and end of all lines (including headings, margins, etc.) to ensure that no word, letter, or type has dropped out or shifted. He should pay special attention to unequal spacing or blanking out of matter; matter incorrectly made up; bad breaks in text or tables, etc.; misplacement of foot-notes, reference marks, etc.

245. *Distribution of work among readers.*—At the discretion of the Head Reader work will be distributed among readers having regard to its nature, importance and urgency. Press readings, final readings and intricate second readings will ordinarily be given to senior men but no reader shall refuse to accept any proof given to him by the Head Reader. (2D 44/40-A & F.)

246. *Classification of proofs.*—A first or rough proof [see inset, page 312], is an impression taken of type or matter, for the purpose of ascertaining what errors have been made by compositors in setting up the type, as well as to aid in the work of correction. There are three

kinds of proofs—required at different stages of the work—viz., proofs in slips, proofs in pages, and proofs in sheets:—

A slip proof is an impression of matter or type in a galley.

Proofs in pages are proofs of the matter after it has been made up into pages, but before it has been imposed.

Proofs in sheets are proofs of imposed formes. They are taken to show how the matter will look when the work is printed.

Before commencing to read, every batch of proofs should be looked through to see that the impression is good and clear. Blurred and imperfectly pulled proofs must be rejected. Those to be read for press must be pulled on paper of the same quality as that on which the matter will be finally printed.

247. Method of reading and marking proofs.—In examining first or second proofs, the reader should first go over them to mark the literal errors, the verbal mistakes being corrected when the copy is read out to him by the copyholder. The reader should mark all errors of orthography and punctuation; make the capitalling uniform throughout; correct the mis-spelling of proper names; mark wrong fount and turned letters and erroneous indenting; the marks of corrections should be distinctly written. The matter should be divided vertically by the eye, the corrections in each half being marked on the margin pertaining to it. On the left hand margin the first correction should be marked at the end furthest from the printed matter, exactly opposite the line in which it occurs, and other corrections next to it. On the righthand margin the opposite method should be followed; the first correction being marked nearest to the line; others next to it. No mark should be made on proofs except to indicate a correction. When the proof is being read according to copy, the reader should concentrate his attention on the author's words and meaning, so that there may be no omissions or misunderstanding of the sense. The reader should not read to his copyholder, as this is, practically speaking, not to read by copy at all. The reader should not forget that any oversight remains in evidence against him, while any difficulties, such as imperfect manuscript, or emergency, will not be remembered in his favour. First readers should consult senior readers before making any material alterations, the necessity for which is doubtful. When a questionable word or passage is found in copy, the attention of the author should be directed to it instead of haphazard alterations of phraseology being made. The query should be continued on every proof until it is finally solved. If a proof is to be sent out to the author, and there are any errors in the matter, the reader should follow the author's copy, but should instruct the section-holder in writing (on the proof) to bring the clean proof to him so that he may mark on it the points to be queried. If the proof has been returned, and is going to press, and any errors or doubtful points present themselves to the reader, he should endeavour to solve them himself by reference to any records available in the press. If he is not successful, he should attach a slip to the proof and send it with his remarks to the Head Reader. The Head Reader will pass any orders he may be able to give or submit the reference to the Assistant Manager for final orders. All matters of style should be left to the author, provided they do not contravene the "Rules for Printing and Binding", and queries should be confined to matters of fact. Figures should, as far as possible, only be used for weights, money, and measures, or when contrast or comparison is intended.

248. **Incorrect and turned letters.**—Only close attention and a practised eye will help a reader to detect the following errors for instance:—

o (s.c.)	for o (l.c.)	n (u turned)	for
o (turned)	" o (right)	b (q turned)	" b
r (turned)	" r (right)	d (p turned)	" d
s (s.c.)	" s (l.c.)	u (n turned)	" u
q (b turned)	" q	6 (9 turned)	" 6
p (d turned)	" p	9 (6 turned)	" 9

Care must also be taken to see that the ligatures ſ, ſ, ff, ſſ, ſſ are used instead of separate letters.

249. **Attention to spacing, making up, etc.**—Second readers should, in addition to the above, pay particular attention to unequal spacing or blanking out; matter incorrectly made up; and misplacement of reference marks. They should also see that they get the previous proofs along with those they have been given to read; and should they find that errors marked in the previous proofs have not been corrected, they should encircle them and hand the proofs to the Head Reader. In reading proofs of statistical tables, etc., the corrections in the previous proof should be revised before commencing to read. They should advise first readers when any important corrections have been neglected, or marks made unnecessarily, or as to details of style. For this purpose second proofs should be shown, when read, to the first readers who examined them before being made over for correction.

250. **References.**—When a statement or other paper is referred to which does not accompany a proof, the fact should be brought to the notice of the section-holder.

251. **Reading for press.**—In reading for press, first check each point of connection—text matter, folio, head line, chapter, shoulder note, signature, volume, note matter, number of paragraph. The pages should then be gauged, and the folios, head lines, chapters, shoulder notes, side notes, references, numbering of paragraphs, etc., examined seriatim. After this the text should be read for the purpose of detecting errors overlooked by the second reader.

252. **Style of the office.**—The style of the office should be ascertained by every reader and closely followed. A file of samples of the different descriptions of work done in the office will be kept in the section for reference. Whenever special orders or specimen pages are issued in connection with any particular work, copies should be supplied to all readers and revisers engaged on it. The special orders should be initialled by them, and the order filed in the Standing Order Book in the section.

253. **Reading line work.**—Readers will see that uniformity of type, style, indentation, etc., required are maintained throughout every page. Instructions regarding style, type, indentation will not be given to operators by readers who are instructed to refuse any such information should the operators consult them. This is the duty of the linotype section-holder.

254. **Revising.**—In revising proofs, the lines which have been overrun, or in which corrections marked have been carried out, should be read

through with the old proof, for if a mark be left uncorrected, it will sometime be found that a word close to the place has been altered in which no correction was marked on the proof. Very special care is required in revising Linotype matter to ensure that lines have not been transposed. Where "outs" or "doubles" occur, the overrunning should be followed out to the end and the matter again read. In overrunning matter, attention should be paid to equal spacing.

255. *Revising for press.*—When revising for press, the reviser should not only attend to every mark which has been made by the reader, but he should read the whole line or paragraph to see that no types or lines have been transferred by the corrector. He should also glance down the sides of each line and head line to see that no types have dropped out. He should not cover the proof with a lot of meaningless marks.

256. *Reading broken matter.*—If a breakage occurs in a forme which is being sent to press, the broken paragraphs or pages should be read over again and not disposed of by the reviser.

257. *Signature of reader on proofs.*—Every proof read must bear the signature (not initials), distinctly written, of the reader who has read it, and the date of reading. When the work consists of a number of sheets or pages it will suffice if the first sheet or page be signed and the rest initialled, the date being inserted in every case. Revisers must also sign and date proofs revised by them.

258. *Daily outturn sheets.*—Readers and revisers must themselves enter at the time it is commenced and at the time it is finished, all work in the *Daily Outturn Sheet*, which provides for entries of all the essential details such as the register no., time of commencement and completion, folio numbers, size of type, whether standing matter, author's, hand-composed, linotype or monotype, etc., etc.

A periodical check of the outturn of selected readers should ordinarily be made. Every month the Manager should specify the names of the readers whose outturn should be checked subject to such number being restricted to about 1/4th of the total number of readers employed. If, however, it is found that there is a tendency towards slackness in the branch generally the outturn of a greater number of readers may be checked for such period as the Manager may consider necessary.

In the case of the *Forma Presses*, where the number of readers employed is small, the outturn given over different periods by the same reader may be checked. (32/1/38-A. & F.)

The computers will check the *Outturn Sheet* with the examined proofs which should be handed to them by the readers before they are returned to the section-holders. The time valuation according to the scale in para. 261 will be given.

Overtime Sheet

Report No.	Name of Work	Time required by Reader	Sections	Size of job, (lines) or Pages	Size of Type	No. of Proofs	Revised, etc.	Time corrected	Time finished	Total		Time corrected by copyholder	Time corrected by Head Reader	Time corrected by Section Holder	Total of "a" (initial of "a" discharges)	Name		
										Proofs	Reading					Reader	Copyholder	
Head																		Customer with name
																		Total hours
Line																		Attendance
																		No. of lines
Misc																		Checked out of type, from number and size of page
																		Comments
																		Amount debitable to other branches
																		Branch
																		Total hours

*Readers will enter in this column 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, 9th, 10th, 11th, 12th, 13th, 14th, 15th, 16th, 17th, 18th, 19th, 20th, 21st, 22nd, 23rd, 24th, 25th, 26th, 27th, 28th, 29th, 30th, 31st, 32nd, 33rd, 34th, 35th, 36th, 37th, 38th, 39th, 40th, 41st, 42nd, 43rd, 44th, 45th, 46th, 47th, 48th, 49th, 50th, 51st, 52nd, 53rd, 54th, 55th, 56th, 57th, 58th, 59th, 60th, 61st, 62nd, 63rd, 64th, 65th, 66th, 67th, 68th, 69th, 70th, 71st, 72nd, 73rd, 74th, 75th, 76th, 77th, 78th, 79th, 80th, 81st, 82nd, 83rd, 84th, 85th, 86th, 87th, 88th, 89th, 90th, 91st, 92nd, 93rd, 94th, 95th, 96th, 97th, 98th, 99th, 100th, 101st, 102nd, 103rd, 104th, 105th, 106th, 107th, 108th, 109th, 110th, 111th, 112th, 113th, 114th, 115th, 116th, 117th, 118th, 119th, 120th, 121st, 122nd, 123rd, 124th, 125th, 126th, 127th, 128th, 129th, 130th, 131st, 132nd, 133rd, 134th, 135th, 136th, 137th, 138th, 139th, 140th, 141st, 142nd, 143rd, 144th, 145th, 146th, 147th, 148th, 149th, 150th, 151st, 152nd, 153rd, 154th, 155th, 156th, 157th, 158th, 159th, 160th, 161st, 162nd, 163rd, 164th, 165th, 166th, 167th, 168th, 169th, 170th, 171st, 172nd, 173rd, 174th, 175th, 176th, 177th, 178th, 179th, 180th, 181st, 182nd, 183rd, 184th, 185th, 186th, 187th, 188th, 189th, 190th, 191st, 192nd, 193rd, 194th, 195th, 196th, 197th, 198th, 199th, 200th, 201st, 202nd, 203rd, 204th, 205th, 206th, 207th, 208th, 209th, 210th, 211st, 212nd, 213th, 214th, 215th, 216th, 217th, 218th, 219th, 220th, 221st, 222nd, 223rd, 224th, 225th, 226th, 227th, 228th, 229th, 230th, 231st, 232nd, 233rd, 234th, 235th, 236th, 237th, 238th, 239th, 240th, 241st, 242nd, 243rd, 244th, 245th, 246th, 247th, 248th, 249th, 250th, 251st, 252nd, 253rd, 254th, 255th, 256th, 257th, 258th, 259th, 260th, 261st, 262nd, 263rd, 264th, 265th, 266th, 267th, 268th, 269th, 270th, 271st, 272nd, 273rd, 274th, 275th, 276th, 277th, 278th, 279th, 280th, 281st, 282nd, 283rd, 284th, 285th, 286th, 287th, 288th, 289th, 290th, 291st, 292nd, 293rd, 294th, 295th, 296th, 297th, 298th, 299th, 300th, 301st, 302nd, 303rd, 304th, 305th, 306th, 307th, 308th, 309th, 310th, 311st, 312nd, 313th, 314th, 315th, 316th, 317th, 318th, 319th, 320th, 321st, 322nd, 323rd, 324th, 325th, 326th, 327th, 328th, 329th, 330th, 331st, 332nd, 333rd, 334th, 335th, 336th, 337th, 338th, 339th, 340th, 341st, 342nd, 343rd, 344th, 345th, 346th, 347th, 348th, 349th, 350th, 351st, 352nd, 353rd, 354th, 355th, 356th, 357th, 358th, 359th, 360th, 361st, 362nd, 363rd, 364th, 365th, 366th, 367th, 368th, 369th, 370th, 371st, 372nd, 373rd, 374th, 375th, 376th, 377th, 378th, 379th, 380th, 381st, 382nd, 383rd, 384th, 385th, 386th, 387th, 388th, 389th, 390th, 391st, 392nd, 393rd, 394th, 395th, 396th, 397th, 398th, 399th, 400th, 401st, 402nd, 403rd, 404th, 405th, 406th, 407th, 408th, 409th, 410th, 411st, 412nd, 413th, 414th, 415th, 416th, 417th, 418th, 419th, 420th, 421st, 422nd, 423rd, 424th, 425th, 426th, 427th, 428th, 429th, 430th, 431st, 432nd, 433rd, 434th, 435th, 436th, 437th, 438th, 439th, 440th, 441st, 442nd, 443rd, 444th, 445th, 446th, 447th, 448th, 449th, 450th, 451st, 452nd, 453rd, 454th, 455th, 456th, 457th, 458th, 459th, 460th, 461st, 462nd, 463rd, 464th, 465th, 466th, 467th, 468th, 469th, 470th, 471st, 472nd, 473rd, 474th, 475th, 476th, 477th, 478th, 479th, 480th, 481st, 482nd, 483rd, 484th, 485th, 486th, 487th, 488th, 489th, 490th, 491st, 492nd, 493rd, 494th, 495th, 496th, 497th, 498th, 499th, 500th, 501st, 502nd, 503rd, 504th, 505th, 506th, 507th, 508th, 509th, 510th, 511st, 512nd, 513th, 514th, 515th, 516th, 517th, 518th, 519th, 520th, 521st, 522nd, 523rd, 524th, 525th, 526th, 527th, 528th, 529th, 530th, 531st, 532nd, 533rd, 534th, 535th, 536th, 537th, 538th, 539th, 540th, 541st, 542nd, 543rd, 544th, 545th, 546th, 547th, 548th, 549th, 550th, 551st, 552nd, 553rd, 554th, 555th, 556th, 557th, 558th, 559th, 560th, 561st, 562nd, 563rd, 564th, 565th, 566th, 567th, 568th, 569th, 570th, 571st, 572nd, 573rd, 574th, 575th, 576th, 577th, 578th, 579th, 580th, 581st, 582nd, 583rd, 584th, 585th, 586th, 587th, 588th, 589th, 590th, 591st, 592nd, 593rd, 594th, 595th, 596th, 597th, 598th, 599th, 600th, 601st, 602nd, 603rd, 604th, 605th, 606th, 607th, 608th, 609th, 610th, 611st, 612nd, 613th, 614th, 615th, 616th, 617th, 618th, 619th, 620th, 621st, 622nd, 623rd, 624th, 625th, 626th, 627th, 628th, 629th, 630th, 631st, 632nd, 633rd, 634th, 635th, 636th, 637th, 638th, 639th, 640th, 641st, 642nd, 643rd, 644th, 645th, 646th, 647th, 648th, 649th, 650th, 651st, 652nd, 653rd, 654th, 655th, 656th, 657th, 658th, 659th, 660th, 661st, 662nd, 663rd, 664th, 665th, 666th, 667th, 668th, 669th, 670th, 671st, 672nd, 673rd, 674th, 675th, 676th, 677th, 678th, 679th, 680th, 681st, 682nd, 683rd, 684th, 685th, 686th, 687th, 688th, 689th, 690th, 691st, 692nd, 693rd, 694th, 695th, 696th, 697th, 698th, 699th, 700th, 701st, 702nd, 703rd, 704th, 705th, 706th, 707th, 708th, 709th, 710th, 711st, 712nd, 713th, 714th, 715th, 716th, 717th, 718th, 719th, 720th, 721st, 722nd, 723rd, 724th, 725th, 726th, 727th, 728th, 729th, 730th, 731st, 732nd, 733rd, 734th, 735th, 736th, 737th, 738th, 739th, 740th, 741st, 742nd, 743rd, 744th, 745th, 746th, 747th, 748th, 749th, 750th, 751st, 752nd, 753rd, 754th, 755th, 756th, 757th, 758th, 759th, 760th, 761st, 762nd, 763rd, 764th, 765th, 766th, 767th, 768th, 769th, 770th, 771st, 772nd, 773rd, 774th, 775th, 776th, 777th, 778th, 779th, 780th, 781st, 782nd, 783rd, 784th, 785th, 786th, 787th, 788th, 789th, 790th, 791st, 792nd, 793rd, 794th, 795th, 796th, 797th, 798th, 799th, 800th, 801st, 802nd, 803rd, 804th, 805th, 806th, 807th, 808th, 809th, 810th, 811st, 812nd, 813th, 814th, 815th, 816th, 817th, 818th, 819th, 820th, 821st, 822nd, 823rd, 824th, 825th, 826th, 827th, 828th, 829th, 830th, 831st, 832nd, 833rd, 834th, 835th, 836th, 837th, 838th, 839th, 840th, 841st, 842nd, 843rd, 844th, 845th, 846th, 847th, 848th, 849th, 850th, 851st, 852nd, 853rd, 854th, 855th, 856th, 857th, 858th, 859th, 860th, 861st, 862nd, 863rd, 864th, 865th, 866th, 867th, 868th, 869th, 870th, 871st, 872nd, 873rd, 874th, 875th, 876th, 877th, 878th, 879th, 880th, 881st, 882nd, 883rd, 884th, 885th, 886th, 887th, 888th, 889th, 890th, 891st, 892nd, 893rd, 894th, 895th, 896th, 897th, 898th, 899th, 900th, 901st, 902nd, 903rd, 904th, 905th, 906th, 907th, 908th, 909th, 910th, 911st, 912nd, 913th, 914th, 915th, 916th, 917th, 918th, 919th, 920th, 921st, 922nd, 923rd, 924th, 925th, 926th, 927th, 928th, 929th, 930th, 931st, 932nd, 933rd, 934th, 935th, 936th, 937th, 938th, 939th, 940th, 941st, 942nd, 943rd, 944th, 945th, 946th, 947th, 948th, 949th, 950th, 951st, 952nd, 953rd, 954th, 955th, 956th, 957th, 958th, 959th, 960th, 961st, 962nd, 963rd, 964th, 965th, 966th, 967th, 968th, 969th, 970th, 971st, 972nd, 973rd, 974th, 975th, 976th, 977th, 978th, 979th, 980th, 981st, 982nd, 983rd, 984th, 985th, 986th, 987th, 988th, 989th, 990th, 991st, 992nd, 993rd, 994th, 995th, 996th, 997th, 998th, 999th, 1000th.

258. Extra time allowance.—In cases where any work, on account of bad manuscript, foreign language, or other causes, has occupied more time than is allowed in the scale, the proof should be shown to the Head Reader before being made over for correction, in order that the time may be verified. In cases of emergency, when only two readings are given, the first reading should be done by a second reader, the press reader being undertaken by a reader, who should observe the same procedure as in first reading, i.e., first glance through the proofs and then read. While the reader is glancing over his proof before commencing to read by copy, in cases where press order is given after two readings, his copyholder should revise the corrections made in the previous proofs with the clean proof and encircle the marks. The press reader in such cases will be allowed five minutes per page in addition to the time allowed by scale.

259. Overtime requisitions.—Requisitions for overtime work are first entered by the section-holder in the Section-holder's Overtime Requisition for Readers under the instructions of the Overseer (Assistant Manager in the News Press).

Section-holder's Overtime Requisition for Readers.

Date _____

Section _____

Page No.	Name of Work	Number of pages					Size of Page and Type	Remarks
		1st Reading	2nd Reading	3rd Reading	Press Reading	Revise		

(Signed)

Overseer

The Head Reader will delete the names of readers and others who are not required to work overtime from the lists of readers, etc. printed in the Overtime Requisition—Reading Section. This will form the voucher for overtime entries in the Overtime Sheets (para. 256). If anything prevents any reader from taking up the overtime work allotted to him his name must be deleted or the name of another reader substituted over the initial of the Head Reader.

(FRONT.)

Overtime Requisition—Reading Section.

Requisition for Morning/Night attendance for _____

Name of Branch	Name of Supervisor required to attend overtime	Total No. of selected men required as shown below	For what work. (Full details.)

Name	Rate	Name	Rate	Name	Rate
Permanent Readers.					
Temporary Readers					
Permanent Revisers.					
Temporary Revisers.					

(REVERSE.)

Name	Rate	Name	Rate	Name	Rate
Permanent Copyholders.					
Temporary Copyholders.					
Head Reader.			Assistant Manager.		

When it is found that the work done is other than that for which the reader was requisitioned, the fact should be brought to the notice of the Head Reader. Should a section-holder be unable to supply the reader with the work for which he was requisitioned, the reader should take up some other work and bring the matter to the notice of the Head Reader. Overtime work must be initialled by the Head Reader both in outturn and requisition sheets, failing which it will not be credited.

261. Scale of outturn for readers.—Proofs vary so much in the amount of work entailed on the reader, that it is impossible to lay down a hard and fast scale for the number of pages to be exacted as a day's work. The

scale given below will be applied in forming an approximate estimate of reader's work :—

Outturn scale in minutes per page.

	Folio.	4to.	8vo.	12mo.	16mo.
Pica or 12 point	11½	8½	7½	5½	4½
Small pica or 11 point	15	11½	9	7½	5½
Long primer or 10 point	16½	12½	10	9	7½
Bourgeois or 9 point	18	15	12½	11½	9
Brevier or 8 point	22½	16½	13½	12½	11½
Minion or 7 point	30	20	18	16½	12½
Nonpareil or 6 point	45	30	22½	20	18

NOTE 1.—These are for close plain matter only. Tabular and other irregular work will be rated according to description and blanks will be deducted.

NOTE 2.—Extraordinary sizes larger or smaller than the above will be calculated at the size nearest to which they come. Thus a double foolscap broadside will be taken as four pages of folio. Matter set up in half margin will count as half page of folio.

NOTE 3.—The above scales represent the maximum time that the respective pages should occupy first readers. Second and press readers should be able to turn out work in considerably less time than that given in the scale above.

In the case of those readers whose outturn is to be checked, the aggregate outturn for a month is measured up, the unit of measurement being the time allowed under the scale. A reader is permitted to set off aggregate excesses over the scale against aggregate shortages. If the net result is a deficiency, he is given an opportunity of making it good. So long as there is a minimum scale prescribed, a person working up to it is entitled in equity to this concession.

262. Scientific and technical signs.—Signs are types used as symbols or emblems representing objects, phases, etc., which frequently occur in scientific and technical books. As it is very desirable that readers and compositors should have a knowledge of the names and signification of these signs, a list of the most important is given :—

ASTRONOMICAL SIGNS.

The Sun and Planets.

☉ Sun.	♁ Earth.	♄ Saturn.
☿ Mercury.	♂ Mars.	♅ Uranus.
♀ Venus.	♃ Jupiter.	♆ Neptune.

Moon's Phases.

● New moon.	☾ First quarter.
○ Full moon.	☾ Last quarter.

Aspects and Nodes.

☿ Conjunction.	* Sextile.	♃ or ☉ Quintile.
☿ Quadrature.	△ Trine.	♁ Opposition.
♊ Ascending node.	♋ Descending node.	

11. Signs of the Zodiac.

Spring signs	---	---	---	1. ♈ Aries, the Ram.
				2. ♉ Taurus, the Bull.
				3. ♊ Gemini, the Twins.
Summer signs	---	---	---	4. ♋ Cancer, the Crab.
				5. ♌ Leo, the Lion.
				6. ♍ Virgo, the Virgin.
Autumn signs	---	---	---	7. ♎ Libra, the Balance.
				8. ♏ Scorpio, the Scorpion.
				9. ♐ Sagittarius, the Archer.
Winter signs	---	---	---	10. ♑ Capricornus, the Goat.
				11. ♒ Aquarius, the Waterman.
				12. ♓ Pisces, the Fishes.

12. Signs and Abbreviations used in Notation.

a or a	Mean distance.	N	North.
α or $A. R.$	Right ascension.	$\lambda, \Omega,$ or L	Longitude of ascending node.
δ	Celestial latitude.	ω or ω	Longitude of perihelion.
D	Diameter.	p or R	Radius, or radius vector.
δ	Declination.	S	South.
E	East.	s or s'	Seconds of time.
e	Eccentricity.	T	Time (periodic time).
h or h'	Hours.	W	West.
i	Inclination.	φ	Angle of eccentricity or geographical latitude.
L, l or l'	Mean longitude in orbit.	$^\circ$	Degree.
l	Longitude.	$'$	Minutes of arc.
M	Mass.	$''$	Seconds of arc.
m or m'	Minutes of time.		
μ or μ'	Mean daily motion.		

13. METEOROLOGICAL SIGNS.

▲	Hail.	✓	Hot wind.
∞	Mist, dust haze.	*	Snow.
Δ	Wet or dew.	~	Glazed frost.
K	Thunderstorm.	▼	Silver thaw.
∫	Strong wind.	<	Lightning.
☉	Solar corona.	☉	Aurora.
☾	Lunar halo.	Δ	Soft hail.
☼	Dust whirl or 'devil'.	≡	Fog.
☽	Lunar corona.	●	Continued rain.
☼	Dust storm.	—	Hoar frost.
		☉	Solar halo.

+ Plus, and, or more.

- Minus, less.

× Multiplied by, times, into.

±, or ∓ Plus or minus.

Multiplication is also indicated by putting a dot between the factors, as—

$$2 \times 3 \times 4 = 24 \quad 2 \cdot 3 \cdot 4 = 2 \cdot 3 \cdot 4 = 24.$$

÷ or : Divided by.

Division is also indicated by writing the divisor under the dividend, with a line between them as $\frac{a}{b}$; $\frac{6}{3} = 2$.

= Equal to.

> is greater than.

< is less than.

∓ the difference between.

∝ Varies as; is proportional to.

: Is to; the ratio of } Used to indicate geometrical proportion.

:: As; equal

∴ Minus, the arithmetical } Used to indicate arithmetical proportion.
ratio of

::: Equal; is equal to

∞ Indefinitely great; infinity.

∞ Indefinitely small; infinitesimal.

∠ Angle.

∠ or ∠ The angle between, as ∠ A ∠ B.

Some mathematicians indicate the angle between two lines by placing one of the letters denoting the enclosing lines over the other as $\frac{a}{b}$; that is, the angle between a and b.

- ⊥ Right angle.
- ⊥ Perpendicular.
- ∥ Parallel.
- ∠ Equiangular.
- ⊙ Circle, circumference 360°
- ⌒ Arc of a circle.
- △ Triangle.
- Square.
- ▭ Rectangle.

$\sqrt{\quad}$ Root, the radical sign. To denote any other than the square root, a figure (called the index) expressing the degree of the required root is placed above the sign.

— Vinculum.

{ } or { } Brackets.

() Parenthesis.

| Bar.

f or F . Function. (Various other letters are sometimes used by mathematicians to indicate functions.)

D Differential; as Dx , the differential of x .

Δ Variation.

Δ Finite difference.

D Differential coefficient.

\int Integral; integral of.

\int_a^b . The integral to be taken between the value of b of the variable and its value a . \int_a denotes that the integral ends at the value a of the variable, and \int^b that it begins at the value b .

M The modulus of a system of logarithms.

g The force of gravity.

$^{\circ}$ Degrees.

$'$ Minutes of arc.

$''$ Seconds of arc.

R° Radius of a circle in degrees of arc.

R' Radius in minutes of arc.

R'' Radius in seconds of arc.

$^{\circ}$, $'$, $''$ etc. Accents used to mark the quantities of the same kind which are to be distinguished. When the number of the accents would be greater than three, the Roman numerals are used instead of them, as a^{iv} , a^{v} , a^{vi} . The accents are often written below also, as a^{iv} , a^{v} , a^{vi} , a^{vii} . Figures, and also letters, are sometimes used for the same purpose, as a^1 , a^2 , a^m , a^n , a_0 , a_1 .

1 , 2 , 3 . Indices placed above and at the right hand of quantities to denote that they are raised to powers whose degree is indicated by the figure, as a^1 : that is, the first power of a .

$\text{Sin } x$. The sine of x .

$\text{Arc } x$. The arc whose sine is x .

BOTANICAL SIGNS.

- ⊙ An annual plant.
- ♁ A biennial plant.
- ♂ or ♀ A plant with a woody stem.
- Δ An evergreen plant.
- ⊕ A monocarpous plant.
- ♂ A staminate or male plant.
- ♀ A pistillate or female plant.
- ♀ A perfect or hermaphrodite flower.
- ♂ ♀ Unisexual.

δ	—	∇	Monocious.
∇	:	∇	Diacious.
∇	δ	∇	Polygamous.
)			Turning to the left.
(Turning to the right.
O	—		Cotyledons accumbent, radicle lateral.
O			intumescens, .. dorsal.
O	>		conduplicate,
O			folded twice,
O			.. thrice,
∞	or ∞		An indefinite number.

∅ Wanting; the absence of a part.

* Feet.

· Inches.

· Lines.

? Indicates doubt.

! Indicates certainty.

CHEMICAL SIGNS.

One equivalent of oxygen. It is printed above a symbol representing an element and repeated to indicate two, three, or more equivalents.

One equivalent of sulphur. It is used in the same manner as the preceding.

A dash drawn across a symbol, having either of the foregoing signs above it, denotes that two equivalents of the substance represented by the symbol are joined with the number of equivalents of oxygen or sulphur indicated by the dots or commas.

+ Indicates, in organic chemistry, a base or alkali, when placed above the initial letter of the name of the substance.

— Indicates, in organic chemistry, an acid, when placed above the initial letter of the name of the acid.

Every elementary substance is represented, in chemical notation, by a symbol consisting of the initial or abbreviation of its Latin name, as H for hydrogen, O for oxygen, Ag. (from argentum) for silver, and the like; each symbol, when used singly, always indicating a single atom or equivalent of the substance represented by it: thus O stands for one atom or equivalent of oxygen, C for a single equivalent of carbon, and the others in like manner. A compound body made up of single equivalents of its constituents is represented by the two symbols of the respective constituents written side by side; as HO, a compound of one equivalent of hydrogen, with one of oxygen, forming water. To express more than one atom or equivalent of a substance, a number is used, either prefixed to the symbol or, more commonly, written after it, below the line; as 2O , or O_2 , two equivalents of oxygen.

A secondary compound, as a salt, is indicated by writing the symbol of the constituent compounds one after another, with the sign + between them, the symbol of the base being always placed first; thus $\text{C}_2\text{O} + \text{CO}$, represents carbonate of lime. A comma is frequently used instead of the sign +, commonly to express a more intimate union than would be expressed by that sign. The period is also sometimes used to indicate a union more intimate than that denoted by the sign +, but less so than that implied by a comma. A number written before the symbol of a compound designates a corresponding number of equivalents of that compound; 3SO , three equivalents of sulphuric acid. When the formula of the quantity contains several terms, those to which the figure applies are included in parentheses or brackets to which the figure is prefixed: as $3. (\text{CaO} + \text{SO}_2)$, three equivalents of sulphate of lime.

MEDICAL SIGNS AND ABBREVIATIONS.

- R Recipe, or "take".
 ℥ or ℥ss Of each a like quantity.
 ℔ A pound.
 ʒ An ounce.
 ʒ A drachm.
 ʒ A scruple.
 i Stands for 1; ii for 2, etc.
 ʒ Means semis, or half.
 ʒ A grain.
 ʒ Particular; a small part (as much as can be taken between the end of two fingers).
 ʒ ʒq (partes aequales). Equal parts.
 ʒ s. (quantum sufficit). As much as sufficient.
 ʒ p. (quantum placet). As much as you please.
 ʒ s. (secundum artem). According to art.

In medical works the quantities in the formulæ are set in lower case letters. If the number end with an "i", a "j" is always used in its place, as vii, instead of viii; xi, instead of xii, etc.

COMMERCIAL SIGNS AND ABBREVIATIONS.

- £ Pound sterling. ₤ AL
 / Shilling. ₤ Per.
 \$ Dollar. ℔ Pound weight.
 ₧ For cent. s/c Account current.

223. Special Instructions for Book-work.—The following instructions will, as a general rule, be followed in composing book-work. Separate instructions should be obtained for any special work.

1. **The Book Title.** being the short title of the work, in suitable series of display letter, according to the size of the page and number of words. In making up, the line or lines should be placed a little above the centre of the page.

2. **The Title page.**—Instructions in regard to the use of type and style set forth in "Report of the Commission appointed to select the Best Faces of Type and Sizes of Display for Government Printing, 1922" published by His Majesty's Stationery Office, London, should as far as possible be followed.

3. **The Dedication,** in small capitals, and the general appearance of the page should be as neat as possible. The name of the person to whom the work is dedicated, as well as that of the author, should be set in capital letters; or according to special instructions.

4. **The Preface,** for demy 8vo and smaller sizes, in the same font as the text, and headed or extra headed. In royal 8vo and larger sizes, in one size larger than the text. The word Preface, at the beginning of the matter, should generally be set in the same type as the chapter headings.

5. **The Contents,** in capitals, small capitals, or lower case, one or more sizes smaller than the text, according to the quantity of matter. When the contents are printed at the beginning of each chapter, the matter should be utilised for the beginning of the work, with full points running out to the paging. If the page is widely headed, the full points should be arranged to form a vertical line down the page, thus—

Origin of Himalayas	88
Origin of the Indo-Gangetic plain	89
Distribution of recent fauna	64
If, however, the page is close or thin headed, the full points should be "diamonded"—that is, arranged vertically in every alternate line, thus—	
Origin of Himalayas	88
Origin of the Indo-Gangetic plain	89
Distribution of recent fauna	64

Where the subjects make more than one line, the matter should be kept one or two ems clear of the paging, and turned-over lines should be indented. The paging should be opposite the last line.

¹⁷ List of Illustrations, in capitals and small capitals, one or two sizes smaller than the text. If all the lines are shorter than the breadth of the page, the longest line should be centred and all the other lines should range with it.

¹⁸ The Errors, in two or three sizes smaller than the text. The words denoting instructions, such as *for*, *read*, *omit*, *insert*, etc., should be in italics. The matter to be corrected and the correction should be within marks of quotation.

¹⁹ The first page, the text, or body of the work should bear a heading, or short title, containing merely the name of the work.

²⁰ The headings to parts, chapters, or sections, according to special instructions; but in whatever style they are composed, they should be alike throughout the work. Where the contents of chapters are given at the beginning of each chapter, they should be composed either in small capitals throughout, or in lower-case in two or three sizes smaller than the text. The turned-over lines should be indented, and only a dash should be placed between the subjects.

The first word of each part, chapter, or section should begin with a capital and be completed in small capitals, without indentation. In standard works not of an official nature, instructions will generally be given for the first word beginning the body of the work, and the parts into which it is divided, to be set in a two-line letter or initial without indentation, and the word completed in capitals, ranging with the top of the initial letter.

²¹ Paragraphs should be uniformly indented, as follows:—

Measures, 22 ems and under, 1 em.
23 " to 33 ems, 1½ ems.
34 " to 44 ems, 2 ems.

For measures above 44 " instructions will be given.

Paragraphs set in small type should be indented so as to range with those of the text. When the subjects of paragraphs are given at the beginning, the words should be set in small capitals, italics, or in antique lower-case, according to instructions, and should be separated from the text with a full point and dash. Blanks are not to be inserted between paragraphs unless where specially marked by the writer. No points should be used after letters or figures of clauses or paragraphs, when enclosed between parenthesis, as (a), (b), (1), (2), etc.

²² Extracts, if the text is Pica or 12 point should be in one size less; if in smaller type than Pica or 12 point, two sizes less. The first line of each paragraph should be preceded by two inverted commas, and the extract should be closed with two apostrophes. If, however, a quotation should occur in the extract, it should be preceded by one inverted comma and be closed with one apostrophe. If a thicker lead than 1½ point is used in the text, 1½ point leads only should be used for the extract matter. An extra lead should be used before and after the extract, to mark the distinction from the text.

²³ Matter placed in juxtaposition should, unless otherwise ordered, be in one size less if the text is Pica or 12 point; if smaller than Pica or 12 point, in two sizes less.

²⁴ Foot-notes, in two or three sizes smaller than the text. When the text is set in very small type, the foot-notes are generally composed in the same or very nearly the same type, a full cross rule being placed between the text and the note. When the difference in the size of the type is sufficient to show where the text leaves off and the note begins, the rule should not be inserted without special instructions, but sufficient blank should be placed between the text and the note. If a thicker lead than eight-to-pica or 1½ point is used in the text, eight-to-pica or 1½ point leads only should be used for the notes.

When notes are few and short they should be set as regular paragraphs to the full width of the measure with the same indentation as that of paragraphs to text.

When there is but one note to the page, and that note is short and does not fill the line, it should be set in the centre of the line.

When the only note on a page makes more than one line, and overruns a few words on the second line, centre both the lines after this fashion:—

The second line of this note should be centred
and nearly as long as the first line.

When small type is selected for foot-notes that may be of unequal length, the notes may be put in half measure. The space between the two columns should not be wider than the em-measure of the text of the notes, and may be still narrower.

x²³ **Reference Marks.** superior figures should be used as marks of reference, a thin space being placed before the reference marks. In mathematical work, however, the signs of asterisk, dagger, double dagger, etc., may be used instead of superior figures to distinguish note references from powers of numbers, letters, etc. Marks of reference in the text should always follow, not precede, signs of punctuation.

x²⁴ **Shoulder notes.** in two sizes smaller than the text. They generally consist of a repetition of the book, part, chapter, or section, etc. They should be placed on the outside margin, the first line of the note ranging with the first line of text at the head. A metal rule should be placed after the note.

x²⁵ **Marginal headings.** in antique in one or two sizes smaller than the text or in caps and small caps of the text. They should be placed on the outside margin, the first line of the heading ranging with the top of the first line of the paragraphs of text to which it refers.

x²⁶ **Marginal notes and references** must be reduced to the absolute minimum, if possible they should be printed in bold letters and run on with the text of the paragraph to which they relate.

x²⁷ **Side notes.** in two or three sizes smaller than the text, according to the quantity of note matter. They should be set up to Pica or 12 point ems or half ems, so as to facilitate justification in making up. If the measure is narrow, thick spaces should be placed between the words and the space required to fill up the line should be placed after the last word, leaving the lines of various lengths. If, however, the measure is wide enough, the lines of the note should be of equal length. In either case the first line should not be indented. Side notes should be placed at the beginning of the lines on the left-hand page, and at the end of the lines on the right-hand page; sometimes, however, books have side notes on both margins. In every case the first line of each note should be placed exactly opposite the matter to which it refers, and should range with the top of the first line of the text.

x²⁸ **Cut-in notes** are generally set in the same type as that used for the foot-notes, but small antique type is sometimes preferred when the note indicates the subject of the paragraph. In this case the note should begin opposite the second line of the paragraph to which it belongs. In the same work the measure should be of a uniform width and depth according to the number of lines the note makes. The blank should be as nearly as possible the same above and below the notes. Cut-in notes should be avoided as much as possible.

x²⁹ **Tabular matter** should be slightly smaller than the text; but if this is impracticable owing to the quantity of matter, the next size that will come in should be used.

Tables similar to each other should be set in the same size of type, and the columns should be arranged uniformly. Tables varying slightly should be set up uniformly as far as possible.

Column heads, if short, should be set in the same size of type as the table; if long, in smaller type according to the quantity of matter. Every line should be centred.

Tables of 3 or 4 columns.—These should be set up as "ranging matter", without the addition of rules, when they appear in the body of the text.

Tables of 4 or more columns.—These should be set up, with rules, in the largest type into which they can be got, considering the width of the text. In other words, if a statement can (without cramping) be set up in Small Pica or 11 point, it should not be set up in Bourgeois or 9 point or other smaller type. If it is, the charge for Small Pica or 11 point will only be allowed. The rule does not refer to a series of tables which may refer to one another. In such cases one style or size of type should be adopted for all in consultation with the overseer.

If tables can be set in the same width as the text, the measure should not be increased to a wider measure. The idea is to observe symmetry. Of course, in doing so, it is not intended to spread out a statement needlessly when it can conveniently be set up in a narrower measure than the text.

Column numbers.—In all statements included in the text, "column numbers" are not to be set up.

Blank columns.—In all instances in which there are no entries in the "Remarks" column, that column should be omitted. In some instances in which there are a few remarks, they should be set up as "foot-notes".

Size of headings.—In all instances in which it is thought necessary to set up the headings of statements in smaller type than the body thereof, the overseers should be consulted.

As tabular work requires special care, calculation, accuracy, and taste, and, in very intricate work, a considerable amount of patience, it should only be given to the most competent workmen.

Size of type and measures for columns.—It requires to be carefully thought out before it is begun. It is the duty of the compositor first to "cast off" his copy, i.e., to determine the suitable measure and the size of the type to be used so as to represent a neat and clear style. A compositor's earnings and reputation as a workman will be in proportion to his ability to do this quickly and correctly. In choosing the type for the body strict economy must be studied and as large a size as possible should be selected, bearing in mind that small type with space is better than large type with no space.

Justification.—Justifying small with larger type requires to be done with great nicety, so that the line or lines after justification will be exactly parallel. Leads and pot cards should be used for this purpose. With the point system there is no excuse for bad justification.

If all the lines are not justified alike, some types will be loose, and letters will probably drop out when the forme is lifted; or the roller in printing may draw out some of the figures, the omission of which will render the statement useless for the purpose for which it was printed.

Ranging and pointing figure columns.—The longest line of figures in each column should be centred, and the rest of the lines in the same column should range with it.

In setting up money columns, an em quadrat should be placed between single figures and an en only between double figures.

In columns where decimal points are used, all the points should range, irrespective of the number of figures before or after the points.

If space allows, an en quadrat should be placed between the matter and the rule, which generally improves the appearance of the table.

In British money the points should be placed thus—£3,759,642; and in Indian money Rs. 37,59,642.

Cutting brass rule prohibited.—The practice of cutting up brass rule to any necessary size, or according to the caprice of the compositor, is absolutely forbidden. Anyone found cutting rules will be fined. Rules have been cut to lengths in pica or 12 point ems and enns and are kept in the charge of the type storekeeper, who will supply any required length on receipt of the requisition slips signed by the section-holder.

Instructions regarding brass rules.—All the vertical rules in a table should, as far as possible, extend from top to bottom in one piece, and the cross rules should be of the exact width of the columns. Small pieced rules should be avoided. If, however, headings are again required for the continuation of tables, the vertical rules should be of the depth of the headings only, and rules, the full width of the measure, should be placed between the headings and the matter, so that the former can easily be separated from the latter without interfering with it.

One thick rule should be used for the head and one thin for the foot of tables.

If any of the rules or lines are in the least degree too long, the table will be twisted when it is locked up, and the neat appearance of the work destroyed. Care must also be taken to see that the rules are not longer than the matter, or they will bind when locked up and allow the type in the columns to drop out.

If a rule is to be placed round the table, it should be turned thick side up. The corner must be carefully joined when locking the forme.

Ranging matter, in the same or a slightly smaller size than the text. If a thicker lead than eight-to-pica or 14 point is used in the text, eight-to-pica or 14 point leads only should be used in ranging matter. When the lines are short, unless otherwise ordered, the matter is arranged in double column, with a thin rule between them and an em quadrat between the matter and the rule.

Appendices, if the text is in pica or 12 point, in one size smaller; if in small pica or 11 point or less, in two sizes smaller. If a thicker lead than eight-to-pica or 14 point is used in the text, eight-to-pica or 14 point leads only should be used in the appendices.

The Index, in one or two sizes smaller than the body of the work. Index matter may be set in one, two or more columns, according to instructions. The initial letter of each class, as A, B, C, should not have a full point after it. The matter should be reverse indented (run out and indent), i.e., the first line full out, and every turned-over line indented. Full points should be used for leading out to the paging, which should be placed opposite the last line.

II.—Machine and Press Branch

GENERAL

264. Machine and press room overseer.—The overseer (Press Jemadar in the case of the Simla Press) will be held responsible for the quality and quantity of the work of the machine and press branch. He will see that small formes are given out in such numbers and so arranged as to turn out the work as cheaply as possible. He will see that all men receive a fair share of long runs and other advantageous work. He will continually perambulate the machine room and examine the work while under printing. He will frequently inspect the machine and see that they are in a clean and serviceable condition. He will see that the motors are stopped when the machines are idle and that the lights in his branch are not kept burning unnecessarily.

Inspection of foremen's books.—The overseer (Assistant Manager in the Simla Press) will weekly examine the foreman's (Press Jemadar's in the Simla Press) work distribution books and submit a report for the Manager's perusal and orders.

Instructions regarding work.—Before the overseer makes over the work to the foreman he shall examine it closely and instruct him. Verbal orders should not be given regarding work, but written orders only should be given by the overseer to the foreman, who will place such orders, etc., in the work docket where they will remain until the work is despatched.

265. Issue of miscellaneous stores.—Miscellaneous articles required by the machinemen or pressmen are issued by the general storekeeper on indent. When articles such as press brushes, knives, scissors, etc., have become unserviceable the worn-out ones should accompany the indent for new ones. If the article issued previously or what remains of it cannot be produced, fines will be imposed on (where permissible) or disciplinary action taken against the person to whom it was entrusted.

266. Counter.—The counter will initial and date the charge file, if the numbers received are correct. He will initial and date each instalment of a long run. He will be held responsible that the correct number of copies have been printed before the forme is lifted from the machine.

267. Charge files.—The charge file will be made over by the machineman or pressman to the foreman as soon as the forme is printed off. The machine or pressman who printed the forme will be held responsible for a breach of this rule. The foreman will enter on the charge file the no. of machine or press, the name of the machine or pressman, the register no., the number of copies printed, his initial and date. The charge files will be sent by the foreman in batches in a receipt book to the computing section. The time occupied in making chargeable alterations should be written on the machine or press revise, and initialled by the foreman before it is sent to the computer.

268. Washing formes.—After a forme has been printed off the machineman or pressman will make it over to the forme washer, who will wash it clean from every particle of ink. This operation should be thoroughly well done, as cleanliness is essential to the clear printing of the same type when it is subsequently put on the press or machine. After the type, furniture, quoins and chase have been well brushed with lye, plenty of water should be used to drench the forme until all the ink and lye have been completely removed. If any forme is found to be insufficiently washed the man who washed it will be liable to a fine of one anna in each case. After a forme has been washed it should be taken to the man in charge of the standing

formes, who will make it over to the storekeeper for distribution or place it in the standing matter racks, according to the orders written on the press-order sheet.

269. Overtime requisition.—If the foreman requires his men to work overtime he should make out an Overtime Requisition (form below) and submit it for scrutiny to the overseer. For other instructions see para. 169.

Overtime Requisition—Machine & Press

The Ticket Nos. of the workers in each section are printed and those not required for overtime attendance should be struck off.

Requisition for ^{Morning}/_{Night} attendance for _____ 19__

Name of Section	Name of the Supervisor required to attend overtime	No. of salaried men required as shown below (in words)	No. of piece hands	For what work (full details)
Machine room	Foreman Lithofer Reprint writer			
Press room	Foreman Paper master			

Ticket Nos.

Press machines	Vinners	Labourer				Rotary machine labourer	Rotary machine, etc.

Permanent Salaried Hands

--	--	--	--	--	--	--	--

Temporary Salaried Hands

--	--	--	--	--	--	--	--

(Revenue.)

Ticket Numbers of Machinemen

Machinemen	Labour	Trade machinemen

Pressmen.

Pressmen	Jobs	Errors

Foreman.

Overseer.

Assistant Manager.

MACHINE PRESS SECTION

270. Machine foreman.—On receipt of the press order proofs and the work docket, the foreman will enter the details in his *Register of Work Received*.

Register of Work Received.

Date of receipt	Register No.	From what Section received	Number of copies	Number of jobs	Machine or Press No.	Name of the group	Date of completion	Remarks
		L					S	

He will see that the press register number, the initials of the department, the number of copies, the description of paper, the date of receipt and the initials of the section-holder are written on the press order proof. In distributing work he will enter the necessary details in the *Machine Daily Outturn Book* under the names of the men to whom the work is given.

Machine Daily Outturn Book

Date: _____

Time when received	Register No. and Department	Press or Machine No.	Name of work	Section	No. of impressions	Time when made ready	Time when printed off	Remarks

Mackintosh.—CL. 711 Jobb.—4111

		1					
--	--	---	--	--	--	--	--

271. Machine operatives.—The majority of machine section operatives in the Calcutta and Aligarh Presses are all pieceworkers except those employed on the rotary machine. They are eligible for promotion in accordance with the *Rules for Classification of pieceworkers* (para. 26). They are eligible for overtime and leave in accordance with the rules for the industrial piece establishment. The machine section operatives in Simla press are salaried hands.

272. Machine revise.—Immediately the machineman has obtained an even and clear impression he will submit a proof on unbleached paper to the reviser. After revision the reviser will return it to the machineman, and any corrections necessary will be attended to by a compositor and not by the machineman. The machineman will be severely dealt with if errors are found on the printed copies through a breach of this rule.

273. Making ready and final proofs.—After corrections have been carried out the machineman will complete his make ready, and submit a clean proof on the paper on which the job is to be printed on to the foreman or overseer (Press Jemadar in the case of the Simla Press), as the case may be. Printing is not to be commenced until the forme is properly made ready, the quantity of ink correct and the proof passed and initialed by the foreman or overseer (by Press Jemadar in Simla Press). This passed proof must be produced by the machineman when called for and he will be severely dealt with if he is unable to produce it. In the case of book work, a sheet should be shown to the bindery foreman so that he may fold it and check the margins.

274. Printed copies to be counted.—As soon as copies have been printed and before the forme is lifted, the machineman will count the sheets carefully to see that the full number, including file copies have been printed off and then make them over to the bindery counter. Should any copies be found short the machineman who printed the forme will be liable to a fine of 3 pies for every copy reprinted to make up the shortage. In printing off long runs the machineman should not wait until the run is completed, but should hand over the sheets to the counter in instalments, in order that he may not be kept waiting on completion of the job while a large number of sheets have to be counted.

275. Delays in correcting proofs or in the issue of paper.—Machinemen or pressmen when delayed by a corrector, a reviser or the stationery-keeper should immediately report the circumstances to the foreman (Press Jemadar in the case of the Simla Press). The time that a proof is tendered for revision, and the time it is returned to the machineman should be written on the proof by the foreman (Press Jemadar in the case of the Simla Press); while the proof is being revised the machineman should obtain the paper from the stationery godown.

276. Hour work.—The Machine and Press Report writer will fill in and submit the hour slip for all hour work done in this section to the overseer

Class C.—Book work—1 per cent. is allowed irrespective of the number of impressions for additional work from two and larger of any sized paper.

Class D.—Book work—2 per cent. is allowed for any work of 24 pages (such as Abbreviated Addresses) and all work of 16mo. or smaller sizes of any sized paper.

If any paper is spoiled in excess of that allowed for spoilage the workman to blame will be liable to a fine. Any one found using proof paper for drying their hands, cleaning or using it for any other purpose than making ready and pulling proofs, will be fined.

SPECIAL INSTRUCTIONS FOR MACHINEMEN.

Packing cylinders.—When fitting new packing on cylinders machinemen are particularly cautioned against putting too great a thickness. The correct amount of packing can easily be ascertained by placing the edge of a straight rule or gage on it, and see that the gage or rule is only just clear of the planed ends of the cylinder which run over the bearings at the sides of the bed. The test should be made after all overlay sheets are on the cylinder. If too much packing is placed on the cylinder it will cause slurring, and the type will also be seriously worn through friction, the diameter of the printing surface of the cylinder being greater than the length of the bed.

Adjustment of rollers.—The adjustment of the rollers requires close attention to see that they only run over the forme lightly and do not press too hard against each other. If they run on the forme too hard they will be cut, and will also clog up the type, thus causing dirty printing. If they press too hard against each other they become overheated.

Care of roller bearings.—When placing rollers in position on machine the machineman must see that the ends of the stocks are carefully wiped to remove all grit and avoid unnecessary wear to the roller bearings; the roller bearings and gear wheels should then be oiled.

Care of rollers.—Machinemen will pay particular attention to their rollers to keep them in good condition. Before leaving work each day the machinemen must have all rollers washed up with kerosene oil and thoroughly wiped with clean waste to remove all traces of grease. If this is not done the rollers will not take the ink properly and will deteriorate rapidly. Machinemen are supplied with all the necessary kerosene and waste for keeping their rollers in good order and will be liable to fines and/or disciplinary action if their rollers are spoiled through failure in complying with this rule. In the same way pressmen will be held responsible for the condition of their rollers.

Quality of printing.—While printing is in progress the machineman, or pressman will watch the sheets carefully to see that the ink is kept uniform through all the copies, and that no type draws out of the forme or quads or spaces work up. He will also see that the sheets are being fed correctly, so that sheets which have to be printed both sides, as in book-work, will register accurately. Only first class work will be accepted, and if any work is defective or badly printed, the workmen at fault will be liable to a fine of 5 pica for every defective sheet which has to be reprinted.

Washing formes.—After a forme has been printed off the machineman, or pressman, will send it to the forme-washers, who will thoroughly brush the forme with the potash provided and swill it with a liberal quantity of water. The forme-washers will be responsible that all ink is removed from the type and furniture and the potash entirely washed away. Type kept standing or distributed in a dirty condition will not print clearly next time it is used. Those responsible for a breach of the rule will make themselves liable to punishment.

CARE AND CONDITIONS OF MACHINES AND MOTORS

Care of machines.—Before starting work in the morning operatives will carefully examine their machines to see that all parts are properly adjusted. Machines are to be thoroughly cleaned so that no dirt or foreign substance is allowed to get into the working parts. All working parts and bearings are to be carefully oiled, and the process is to be repeated at intervals during the day to such parts as are subject to excessive friction.

Trickdust must never be used to clean a press, as some of it is sure to get into the working parts and cause damage. The platen should be occasionally scraped, as dirt is apt to accumulate there from the tympan, and if this be allowed to remain it will make the impression uneven. The tills of the platen—that is, the spaces between the strengthening ridges—should be kept free from gyp, broken leads, quoin, etc.

ROTARY PRINTING SECTION.

281. **Overseer.**—The machine overseer will submit to the Manager through the Assistant Manager, each month, a statement showing the outturn of the rotary machines in the following form. These statements after signature of the Manager will be sent to the computing section.

Rotary Machine Outturn Register for the month of _____

Name of crew _____

DATE		DESCRIPTION OF JOB				RUNS		TIME ALLOWANCES										REMARKS
Day	Month	Form No.	No. of forms or pages per sheet	No. of working forms per page	No. of impressions per sheet	No. of impressions per sheet	No. of sheets printed	Sheet wasted	Changing or taking plates and making ready	Fitting new-making boxes	Slitting new-making boxes by hand	Real change in type	Misring clearing	Mechanical stoppages	Power stoppages	Total of Time allowances	Stops for which crew responsible	

The computing section will then compile a statement in the following form for submission to the Manager.

Rotary Outturn Statement for the month of _____

Name of crew _____

No. of forms attended	No. of hours machine was running	No. of forms = Lines allowed	Total of Columns 2 and 3	4 - of Column 1	Total No. of impressions per form attended (Column 1)	Average No. of impressions per hour attended (Column 1)	Average No. of impressions per hour running (Column 2)	Average No. of impressions per printing and line hours (Column 4)	REMARKS
1	2	3	4	5	6	7	8	9	10

NOTE.—Column 1 will be filled in by the Time-keepers.

232. Operatives.—The machineman in charge of the machine will account for his attendance each day by means of a *Rotary Machineman's Daily Docket*. This docket will show in detail all stoppages. Those considered as chargeable will be allowed for at the rate shown in the footnote to the docket. Stoppages for reasons other than those provided for in the docket should be brought to the notice of the machine overseer, who will enter the time if he considers the stoppage to be due to no fault on the part of the operative. The time of commencement of the printing and of any stoppage will be shown in column 3 and the time of finishing printing, or stoppage, for the job will be shown in column 4. The duration of the stoppage in hours and minutes will be shown in columns 5 to 12. The hours allowed by the overseer for the stoppage will be shown in column 13. These daily dockets will be sent to the computing section so that the monthly outturn register may be checked from them.

Rotary Machineman's Daily Docket.

Names of crew { _____ Date _____

Date	Job	Time	STOPPAGE FOR WHICH TIME IS ALLOWED										Hours allowed	Hours attended	+ 10	Scale of Forfeiture	REMARKS
			Commenced	Finished	Change plates and making ready	Setting number lines	Box changing (i.e. of rolls and ink)	Machin. clearing	Mechanical stoppage	Typesetting							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	

Overseer _____ Assistant Manager _____

Note.—Time allowances may be made on the following basis:—

1. Filling numbering boxes—15 minutes per Box.
2. Altering numbering boxes by hand setting—14 minutes for each Cylinder.
3. Changing Bells—10 minutes for each set.
4. Mending—10 minutes are allowed for clearing and setting the machine. The Foreman is responsible that the clearing time is actually spent on clearing the machine.
5. Stoppages due to crew's carelessness are to be fully reported on a separate note-sheet to the Foreman or Overseer and submitted for orders.

GESTETNER SECTION.

233. Gestetner operator.—The operator will prepare sketches, diagrams on stencils under the orders of the Assistant Manager. He is a salaried industrial operative and entitled to all the privileges as regards leave and pension enjoyed by that category on the superior establishment. He will maintain a *Register of work received* (para. 152) to show the receipts, progress and disposal of work in this section.

234. Daily Docket.—The Gestetner operator will submit a *Daily Docket* showing the date, register number, nature of work, number of hours, number of copies and the cost of the same, etc.

III.—BINDING BRANCH.

GENERAL.

285. Overseer.—The overseer is entirely responsible for all work of the bindery. The binding orders and work docket with files, etc., will first go to him and he will issue the necessary instruction to the foreman, essential to the expeditious handling and economical production of the work. The Bindery Jemadar in the Simla Press is responsible for the duties of the overseer enumerated above.

286. Foreman.—On receipt of work from the overseer the foreman will make every practical arrangement to get the work through in the shortest possible time. The work will first be entered in the *Bindery Register*. The entry shall show the date of receipt, binding order no., from whom received, description of work, nature of binding, size, number of pages in each, number of books or copies, and date wanted, etc. In the Simla Press the duties of the foreman are also performed by the Bindery Jemadar.

Bindery Register.

Date of receipt.	P.O. Register No.	Name of work.	P.O. Diary No.	Letter No. and date from Department.	Description of Binding.	No.	Number of sheets per copy.	No. of copies.	Order No.	When wanted.	No. of copies and date of despatch.		No. of copies and date of verification.		Remarks.	
											No.	Date.	No.	Date.		

He will then distribute the work to the binders. The style of binding for any description of work having been settled and noted on the binding order must never be departed from without special instructions, in writing from the overseer.

287. Binding order.—When a work is ready for binding the section-holder will make over to the binding branch a complete binding file copy with the details entered in the binding order (see para. 187).

288. Receipt of binding materials.—The binding order together with the binding file copy will be taken to the stationery issue clerk, who will calculate the quantity of binding materials required for each job and note them on the back of the binding order. On receipt of the materials they must be carefully checked with the quantities noted on the binding order, and any discrepancies brought to notice before the materials are taken away from the issue section. The binding order will be taken back to the bindery, but it must be returned to the issue clerk on completion of the job, together with any offcuts of materials, etc. The issue clerk has instructions to bring to notice of the General Store-keeper any delay or non-return to him of the binding orders.

289. Despatching bound copies.—On completion of the job the copies are sent to the despatcher after entering the details in the *Bindery Despatch Book*.

Bridery Despatch Book.

Date.	Register No.	Department.	No. of copies.	Group No.	Serial No.	Bridery Receipt Page No. or Book No.	REMARKS.

290. Despatching publications.—Publications despatched to the Central Publication Branch are despatched under a triplicate voucher in the form below.

CIVIL/ARMY.

CPB 29-S.

RECEIPT FORM FOR PUBLICATIONS SUPPLIED.

GOVERNMENT OF INDIA PRESS.....

Dated the 19 .

1. Symbol No.....
2. Name of Publication.....
3. Sale price per copy.....
4. No of copies :-
 - (a) printed.....
 - (b) distributed on behalf of C. P. B.....
 - (c) made over to Book Depot, Calcutta.....
 - (d) kept for sale in the Press.....
 - (e) supplied for sale to Selling Agencies (names of agencies and number supplied to each to be given).....
 - (f) sent herewith to C. P. B.....
5. Whether number shown against item 4(f) above represents full or part supply.....

Signature.

6. Received in the Central Publication Branch the number of copies shown against item 4(f) above.

Date.

Signature.

(For use in the Central Publication Branch.)

7. Slip sent to Ledger Section.

Signature and date of the receiving clerk.

293. Machine cutting.—Work done on the cutting machines will be charged on a special voucher. The Guillotine Machine Work Voucher is filled in by the report writer from the binding order. This work voucher is dispatched to the computing section daily.

Guillotine Machines Work Voucher _____ 19 _____

DATE	Register No.	Department	No. of sheets	Cutting per sheet	Name of Workman	Total sheets	Rate	Amount	TOTAL
								Rs. & P.	Rs. & P.

296. Unfinished work.—A work, the binding of which has been completed, but which is held up pending the completion of a minor operation done outside the groups, such as numbering or trimming, may be charged to account without reference to such operation, but any adjustment necessary must be made in the following month's bill books.

297. Overtime requisitions.—If the foreman requires his men to work overtime, he should make out an *Overtime Requisition* (form below) and submit it for scrutiny to the overseer. For other instructions see para. 189.

(FRONT).

Overtime Requisition — Bindery.

On the reverse the Ticket Nos. of the workers in each section are printed and those not required for overtime attendance should be struck off.

Requisition for ^{Morning} ~~Evening~~ *attendance for* _____ 19 _____

Name of Section	Name of the Supervisors required to attend overtime.	No. of selected men required as shown below (in words).	No. of piece books.	For what work (full details).
Bindery	Foreman			
	Assistant Foreman			
	Inspector			
	Report writer			

300. Envelope makers' accounts.—Envelope makers' accounts are entered in the charge files. After verification and checking by the binding foreman the charge files are forwarded to the computing section, which will grant a receipt for the same in the receipt book. The computer will compute the amounts according to the rates laid down in Chapter XI, and enter what is due to each man in the *Bindery Bill Book* (page 244).

301. Charge files.—All charge files submitted by the envelope makers must show the printing office register no., number of copies finished and manufactured size of envelope and operative's name.

302. Hour work.—Charges for hour work are entered in the *Hour Work Vouchers* as in the case of binders, and forwarded after check by the foreman, and initialled by the Overseer or Assistant Manager, to the computing section.

303. Overtime requisition.—Same as for binders.

MACHINE RULING SECTION.

304. Machine rulers.—The same rules as for envelope makers apply to machine ruling section except as below.

305. Division of earnings.—The amount earned by each machine is divided among the operatives in the following proportions:—

Machineman	50	per cent.
Feeder	30	"
Flyboy	20	"

306. Charge files.—As each job is completed the charge file with the operatives' names and the number of copies, details of go-through, under line or stop ruling impressions and colours written on it, is made over by the machineman to the foreman, who forwards the files and the receipt book to the computing section where the amounts due are calculated and entered in the *Ruling Machineman's Bill Book* (page 245).

307. Unfinished work.—When a work, of which a large number of sides has been ruled, is unfinished at the close of a month, the price of the sides ruled is charged to account and the amount adjusted in the following month's bill book. At the end of the month the sums credited to each man are totalled, and the bill book is signed by the computer and made over to the accounts section.

CARE AND CONDITION OF MACHINES AND MOTORS

The rules prescribed for the printing machinemen (page 307) will equally apply to the machine rulers.

DIE STAMPING SECTION.

308. Die stampers.—On receipt of work from the overseer, the foreman will make it over direct to the die stampers who will obtain the note paper, envelopes, etc., from the binding material issue clerk. When the work is complete, the die stampers will enter their charges in a copy of the work which becomes the charge file. This will be verified and signed by the foreman before transfer to the computing section.

IV.—FOUNDEY BRANCH.

STEREOTYPING SECTION.

309. Stereotyper.—The stereotyper will submit a daily docket showing how and on what job he has worked daily. A register of orders will be maintained as in the case of the Mechanical Branch (para. 312). A Register of Foundry Outturn will be maintained showing particulars of the work turned out, quantity, indenting branch and cost of labour and material, etc.

Register of Foundry Outturn.

Receipts.

Particulars of material, whether old stones, electro, type, or new metal.	Quantity.		Forwarding Branch.	Forwarding Charge No. and date.

Manufactures.

Particulars of work, whether type, metal furniture, stones, or other foundry articles.	Quantity.		Indenting Branch.	Requisition No. and date.	Cost of labour.	Cost of material.
					Rs. & p.	Rs. & p.

TYPECASTING SECTION.

310. Type casters.—The rules applicable to stereotypers and the registers prescribed will apply also to this section.

NICKEL FACING SECTION.

311. Nickel facing.—The rules applicable to stereotypers and the registers prescribed will apply also to this section.

V.—MECHANICAL BRANCH

GENERAL

*312. **Head mechanic.**—The head mechanic is responsible for keeping the machinery throughout the press in thorough working order. He works under the direct orders of the Assistant Manager, and will undertake repairs to machinery, etc., in the various branches only on a requisition signed by the Assistant Manager. He will report immediately to the latter any case in which, in his opinion, a machine has been put out of order by the negligence of the operative. He will personally inspect all the machinery throughout the press at least once a week, and submit to the Manager a written report of the result of his inspection, reporting at the same time instances of neglect on the part of the operative concerned. The whole cost of the branch has to be charged over the productive branches of the press, so that it is essential that the time of the mechanics and the materials consumed should be carefully noted against the branches requiring their services.

The head mechanic will maintain a *Register of Orders* giving details of work, cost of labour and materials.

Register of Orders.

Order No. and date.	Docket No.	Branch	Details of work required.	When required.	When com- pleted.	Cost of labour.	Docket sent to
							Accounts Section
						Rs. A. P.	Storekeeper.

MECHANICAL SECTION (REPAIRS).

*313. **Mechanics.**—Each mechanic will submit daily a docket in the form below showing how his time has been occupied during the day. The daily docket will be despatched by the head mechanic to the general store-keeper to note thereon the cost of materials issued, and then to the accounts section for the purpose of debiting the cost against the branch concerned.

*For the special procedure followed in the Government of India Press, Simla, see letters No. A. & F.-24/3/34, dated the 4th May 1934 and No. A.-453, dated the 29th June 1934, from the Controller of Printing and Stationery, India, and the Government of India, Department of Industries and Labour.

LORRY SECTION

The mechanical section is responsible for maintaining the motor lorry in good mechanical and running order.

316. Lorry driver.—The lorry driver will see that the lorry is cleaned daily and is ready for work at the time required each day. He will be responsible that no unauthorised persons travel in, or are allowed to drive the lorry. He will indent on the mechanical section for all oil, grease, etc., required to keep the lorry at work.

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CHAPTER XI
RATES

I.—COMPOSING BRANCH
PIECE RATES FOR HAND COMPOSITION

317. "Casting Up" or method of computing work.—Casting up is the process by which matter is measured, the number of "ens" it contains arrived at, and its value ascertained. This is done by multiplying the depth of the matter in "ems" of the body of type used by the width of it in "ens" of the same body [one "em" = 2 "ens"] and the product will be the total number of "ens". An odd en in the depth of the matter counts an em, and a thick space in the width is reckoned an en. The number of ens contained in the matter being thus ascertained, the rate per 1,000 ens detailed below is paid. The smaller the type, the greater the number of ens, and consequently the higher the rate per page. The letters in a fount of type are of various thicknesses, but in ordinary composition they will average nearly a uniform thickness of an en quadrat for each letter—those that are thicker than an en compensating for the thinner ones. In fixing the price per sheet, 500 ens and upwards are reckoned 1,000, and less than 500 are not taken into account.

To illustrate the method by which the value of composition is arrived at, the cast-up of a sheet is given below. The measurement in pica or 12 point is 46 ens long by 26 ems broad, solid matter, but in small pica or 11 point, the fount used, it is—

53 ens, or lines long.
80 ens, or 30 ems broad.

3,180 ens per page.
16 pages per sheet.

50,000, say 51,000, ens per sheet of 16 pages, at Re. 0-3-9 per 1,000 ens =
Re. 11-15-3 per sheet + 16 = Re. 0-11-11 per page.

(The percentage, viz., 40, for Calcutta and Delhi Presses, sanctioned in B. of I. and M. Res. No. A-31, d. 15-7-20, reproduced in Appendix, should not be added to the rates contained in paras. 318-320-321 and 323-328.)

318. Rates for common matter.—The rates for common matter are as follows:—

Common matter, full measure or double column—

	Per 1,000 ens.	Revised rates (for new contracts) per 1,000 ens.
	Rs. A. P.	Rs. A. P.
Leaded (12 point to 8 point or Pica to Brevier) ...	0 3 6	0 3 0
Leaded (7 and 6 point or Minion and Non-parcell) ...	0 3 9	0 3 3
Solid (12 point to 8 point or Pica to Brevier) ...	0 3 9	0 3 3
Solid (7 and 6 point or Minion and Non-parcell) ...	0 4 0	0 3 6

In the Simla Press there are no piece compositors, but for purposes of estimating and computing outturn the following rates will apply:—

Special rates for common matter, Simla Press—

	Per 1,000 ens.	Revised rates per 1,000 ens.
	Rs. A. P.	Rs. A. P.
Leaded (12 point to 6 point or Pica to Non-parcell) ...	0 3 9	0 3 3
Solid (12 point to 6 point or Pica to Non-parcell) ...	0 4 0	0 3 6

319. Blanks in common matter.—No deductions should be made on account of blanks in common matter. (I. & L. Dept. letter No. A-888, dated the 17th April 1929, reproduced below.)

Letter No. A-688, dated the 17th April 1929, from the Assistant Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery, India.

With reference to your letter No. C.P.O.-12/50/28, dated the 25th September 1928, I am directed to say that the Government of India are pleased to sanction your proposal that no deductions should be made on account of blanks in common matter set up in the Government of India Presses, Calcutta and Delhi. They regret that they are unable to agree in this concession being granted with retrospective effect from the 1st July 1928.

U. O. I. No. C. P. O.-12/50/28, dated the 21st May 1929, from the Central Printing Office.

Reference Express letter No. 368, dated the 2nd May 1929, from the Manager, Government of India Press, Delhi.

The Government orders communicated under letter No. C.P.O.-12/50/28, dated the 20th April 1929, should be interpreted to mean that no deductions for blanks in common matters are to be made when such blanks or "whites" are actually set up by the compositor in his composing stick. The orders do not mean that large blanks made up of quotations and french furniture are to be charged up at solid matter rates, as such work should properly be part of the operation of "making up".

320. Computing tabular and table matter.—Tabular and table matter is cast-up on the same principle as for common matter except that the rates are different. Tabular and table work is matter set up in three or more columns depending upon each other and reading across the page. To be paid as follows:—

Rates

3 columns without headings, one-fourth extra.

3 columns with headings, 4 columns without, one-third extra.

4 columns with headings, and 5 or more with or without, half extra the price of common matter.

Note.—By the term "Common matter" is understood the usual description of book work. No deduction on account of blanks in tabular matter will be made.

321. Column heads.—Headings in smaller type than the body, but not exceeding two removes, if not more than three lines in depth, to be paid 2 annas extra; if more than three lines, or if in smaller type than two removes, to be cast-up according to the relative values of the two bodies; the greatest number of appearing lines being considered the depth.

322. Definition of heading or column heads.—The following to be considered a definition of the word heading:—

Parish	Name of Voter	Residence
Chelsea	John Smith	Belgrave Place.

Or thus, when set in smaller type, and forming three or more lines:—

Name of voter	Trade or Profession	Place of Residence
John Smith	Wheelwright	Chelsea

323. **Blank Tables.**—Blank tables to be cast-up half extra the price of the text type of the work. No extra charge to be made for headings in smaller type, unless such headings constitute one-third of the table.

324. **Title-headings.**—Title headings to table of tabular matter, not exceeding five lines, to take the charge of the matter to which they are attached; above five lines, no extra to be charged.

325. **Notes to tables,** if exceeding three lines, to be charged as common matter.

326. **Common matter occurring between table or tabular work,** not being headings, to take no extra charge.

327. **Tables belonging to a work,** to take the extras of that work.

328. **Boxed tables,** 1 anna extra per single box.

(For paras. 318, 320—328, see Dept. of I. and L. No. A-588, d. 21-5-28, reproduced below.

Letter No. A-588, dated 21st June 1928, from the Department of Industries and Labour, to the Controller of Printing and Stationery, India.

I am directed to refer to the memorials submitted in December 1926 by the piecemen in the Government of India Press, Calcutta, setting forth their grievances, and to communicate the following orders thereon:—

- (1) The Government of India are unable to accede to the request for the abolition of the piece-work system in their press at Calcutta or for a general increase in the piece rates. But they are pleased to sanction with effect from the 1st July 1928 the following improvements in the rates for hand composition on the basis of the rates in force in the Bengal Government Press, a copy of which is enclosed:—
 - (i) the basic rate for composition of common matter (solid) will be raised from 3 annas 8 4/5 pies to 3 annas 9 pies per one thousand ems;
 - (ii) the Bengal scale for tabular matter will be introduced instead of the present scale;
 - (iii) deductions on account of blanks in tabular matter will be entirely abolished;
 - (iv) an additional three pies per thousand ems will be allowed for small type, viz., six point and seven point.
- (2) Orders regarding the revision of the rules for the classification of piece establishment are being communicated to you separately. The question of increasing the amount of leave with pay to be allowed to piecemen, the grant to them of medical leave as well as the grant of invalid pension to piecemen on the temporary list are still under consideration and orders will be communicated to you in due course. The Government of India do not consider that any modification in the checking system is necessary. They also do not consider it necessary in view of the new classification rules to revise the pension rules on the ground that the earnings of the piecemen decrease as they grow old; nor are they prepared to accede to the specific prayer, made by the Binders, Distributors and Impositors.

2. I am to add that the improvements in the hand composition rates referred to in paragraph 1 (1) above will be applicable also to the Government of India Press, Delhi, with effect from the 1st July 1928.

3. Provision to meet the expenditure involved in the grant of this concession has been made in the budget estimates of the Government of India Presses, Calcutta and Delhi, for 1928-29.

329. **Method of charging a page.**—Each sheet is paid for at the rate for the text; the additional cost of pages composed in smaller type, or in

different descriptions of matter than the text, or of those set in a broader measure than the work, are paid for as "extras". Extras are totalled on each page. Small portions of a page set in larger type than the text are paid for at the same rate as the text.

330. Ready Reckoner Tables.—The value of 1,000 to 130,000 ems from 12 point to 6 point or from Pica to Nonpareil of the various descriptions of matter is given in the Case Work Ready Reckoner, Table I; the rates of payment per sheet and per page from 12 point to 6 point or from Pica to Nonpareil in Table II, the price per line from 12 point to 6 point or from Pica to Nonpareil of the various descriptions of matter in Table III. These tables have been published separately.

(The percentage, viz., 40 for Calcutta and Delhi Presses, and 50 for Simla Press sanctioned in B. of I. and M. Res. No. A-31, d. 15-7-20, reproduced in Appendix, should be added to all the rates contained in paras. 331—338. For new entrants 20 per cent. should be added to the rates for the Calcutta and New Delhi Presses and 30 per cent. for the Simla Press.)

***331. Interspersed common matter, foot-notes and extracts** composed in smaller type than the text, are paid for extra per line up to the difference in the price of a page of text and that of a page of smaller type, at the following rates:—

33 ems. broad and under	2 pies.
24 ems. broad and upwards	3 "

332. Small type in tabular matter.—When smaller type than that on which the body of the table is set is used in the "Remarks" or other column, 1 pie per line extra is paid.

333. Side notes are paid for at 2 pies per line.

334. Cut-in-notes, 16 pica or 12 point ems and under, are paid for at 1 pie extra per line; 17 ems and upwards, 2 pies extra per line; and 2 pies extra for justifying each note.

335. Justifications are paid for at 2 pies each.

336. Title pages having one line in the centre with border are paid at 2 annas each.

337. Correcting final press proofs.—When proofs are not sent out for approval, the following rates are paid for sending each forme to press:—

Folio, 4to and 8vo	1 anna.
12mo and 16mo	2 annas.
32mo	3 annas.

338. Rates for special work.—

*Current and collection docketts are paid for at 2 annas each, and 2 pies per line extra for smaller type than pica or 12 point, up to the difference in the cast-up value of the founts used. Financial Department collection-docketts are, however, paid for at 4 annas each, and 1 pie per line per column is paid extra for the tabular portion of the docket.

History of Services of all Departments.—Making-up and rule-dressing is paid at 1 anna and 6 pies per page.

(40 or 50 per cent., and 20 or 30 per cent. for new entrants, should not be added to the rates contained in paras. 339—345 & 346—350.)

* 45 or 50 per cent., and 20 or 30 per cent. for new entrants, should not be added when the matter is paid at cast-up rates.

339. Interspersed tabular matter, forming portions of a page, are paid for according to the space occupied. Tables set on a narrower measure than the full breadth of the page are paid for at the cast-up price,—the blank required to make up the measure being cast-up as pica or 12 point common matter.

340. Covers, half titles and titles are reckoned as pages of text except in tabular work when they are paid for as common matter. Eight lines of common matter are paid for making up a half title.

341. Dedications, prefaces, or other introductory matter, are paid for according to the type on which they are set.

342. Common matter having lines at wide intervals are paid the actual number of appearing lines plus 50 per cent. extra of the appearing lines for blanking out.

343. Matter overrun is paid two-fifths of the cast-up price of the new matter.

344. Composition from imperfect manuscript is paid 10, 15 or 20 per cent. extra on the rates according to circumstances.

345. Foreign languages.—Matter composed in a foreign language in the Roman character is paid 10 per cent. extra on the rates.

346. Matter composed in Bengali, Hindi, Urdu and similar languages in their own characters.—12 point and under to be cast up at 5½ annas per 1,000. ens; 14 point and 18 point at 4½ annas. (I. & L. Dept. letter No. A-688, dated the 30th September 1929.)

347. Foreign languages or Bengali, Hindi or Urdu, when set up in their own characters, and not exceeding three lines in any one page, to be paid for that page 2 annas extra; above three lines to be paid according to their value as cast up, with the addition of 2 annas for placing on each page in which they occur. (I. & L. Dept. letter No. A-688, dated the 30th September 1929.)

348. Emergent work.—For all takes of copy making less than 1,000 ens, 20 per cent. extra on the rates is paid.

349. Work partly standing and partly composed is paid for as alteration, but new matter exceeding 8 annas in value is paid for at the cast-up rates.

350. Rates of special work.—

Epigraphia Indica.—15 per cent. over the rates is paid for Sanskrit interspersed through and justified with text, and 50 per cent. over the rates per page for English transliteration portion only.

Linguistic Survey.—40 per cent. over the rates is paid for transliteration portion only.

Index to Bowser Manuscript.—50 per cent. over the rates is paid.

Persian Gulf Gazetteer.—20 per cent. over the rates is paid.

Paleontologia Indica.
Persian Correspondence. } 10 per cent. over the rates is paid.

Imperial Library Catalogue of Books and Articles relating to languages, etc.—10 per cent. extra is paid over the rate per page, for block type, italic, etc.

PIECE RATES FOR MAKING UP

(40 or 50 per cent., and 20 or 30 per cent. for new entrants, should be added to the rates contained in paras. 351—353).

351. Making up common matter is paid for at the following rates per page :—

Size.	With one	With	With	With
	side	side	double	half
	notes.	notes.	side	marginal
			notes.	notes.
	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
Footcap 8vo and demy 16mo	0 0 4	0 0 6	0 0 8	0 0 7
Footcap 4to and demy 8vo	0 0 5	0 0 9	0 1 0	0 0 10
Medium, Royal and Super-royal 8vo	0 0 7	0 0 11	0 1 3	0 1 0
Demy 4to and Imperial 8vo	0 0 8	0 1 0	0 1 3	0 1 1
Medium and Royal 4to	0 0 9	0 1 0	0 1 3	0 1 2
Footcap folio and Super-royal 4to	0 0 10	0 1 0	0 1 3	0 1 3

*352. Making up tabular matter is generally done by one compositor or make-up man and will, as far as practicable, be paid at the rates for making up common matter, but where these rates are found inadequate, special rates per page will be fixed by the section-holder in consultation with the Time Checker according to the nature of the work which will be deducted from the cost of each page and credited to the man who makes up; regard will, however, be had that in no case must the cast-up price be exceeded.

*353. Making up Line and Menu matter.—No extra should be allowed for hand composition with monotype cast type or for making up such matter. For matter composed on lines 10 per cent. less should be paid. (File C. P. O., 14-47-30.)

Note.—10% extra over the ordinary rates for hand composition with monotype cast type and for 'making up' such matter may continue to be paid to Compositors in the Government of India Press, Calcutta, who, on the 15th July 1931 were being so paid (J. & L. Dept. letter No. A-658, dated the 13th July 1931.)

(40 or 50 per cent., and 20 or 30 per cent. for new entrants, should not be added to the rates contained in paras. 354—356).

354. Making up blanks and standing headings.—

(a) Book work.—In octavo and smaller sizes, four lines of text are allowed for making up a heading or ending, and the remainder of the blank is credited to the office; eight lines of text are allowed for making up a blank page, and the remainder of the blank is credited to the office. In folios and quartos, four lines of text are allowed for making up a heading or ending, and the remainder of the blank is credited to the office; full blank pages are not reckoned.

(b) Secretariat current papers and proceedings volumes.—The number of lines detailed in clause (a) above are allowed for making up blanks and standing headings, half of the remaining blank being credited to the office and the other half not reckoned.

(c) Index and contents to Secretariat Monthly Proceedings.—In making up index and contents to Secretariat Monthly Proceedings the number of lines admissible under Rule (a) will be pica or 12 point solid. In

* 40 or 50 per cent., and 20 or 30 per cent. for new entrants, should not be added when the making up is done on time.

annual indexes, the line allowed for making up will be of the type in which the index is composed.

355. *Skeleton pages* are made up on time.

356. *Rule dressing*.—Generally rule dressing should be done by the compositor who sets up the matter. Where this is inconvenient, the charge to be fixed by the section-holder in consultation with the Time Checker for this work will be deducted from the cost of the pages for payment to the man who does the work. (Ordinarily the value of time occupied at the man's class rate to be deducted.)

Job Work.

(40 or 50 per cent., and 20 or 30 per cent. for new entrants, should be added to these rates.)

357. *Casting up*.—Jobs set on larger type than English are cast up as English except when the page is larger than demy 4to, when they are cast up as English in width and body of type used in depth. In casting up after the first 1,000 ens, fractions of 250 ens are not reckoned; 250 ens are up to 500 ens are paid for as half a thousand; above 500 ens and up to 1,000 ens are paid for as a thousand.

358. *Rates for job work*.—The following are the rates paid for the particular classes of job work mentioned below:—

Letter headings are paid for at an all-round rate of 2 annas each, and 2 pies extra per line for marginal matter.

Docket forms are paid for at an all-round rate of 3 annas each, and 2 pies extra per line for marginal matter.

Form headings are paid for at the rate of form work viz., 1 anna per 1,000 Pica or 12 point ens, with 3 pies extra for each column head up to three lines, and 1 pie for every additional line above three. 1 pie extra is paid for each blank column head.

Envelopes.—Addresses, for franking, are paid 3 annas each, addresses only, 2 annas each.

The lowest payment for a single label is 2 annas.

Labels with a border are paid at 1 anna for each label.

(40 or 50 per cent., and 20 or 30 per cent. for new entrants, should not be added to these rates.)

Circulars, letter forms, and docket memo. forms are paid for at 0-3-9 pies per 1,000 ens.

Labels in sheets are cast up as Pica or 12 point at 0-3-6 pies per 1,000 ens.

Cheque forms are paid for at 0-3-9 pies per 1,000 ens, those with grounds are composed on time.

Labels in sheets without rules are cast up as job work.

Medical labels.—One half is deducted for blanks.

Letter headings with signature line at the bottom are cast up at 0-3-9 pies per 1,000 ens, deducting two-thirds for blank.

For new entrants.

	For new entrants.	Per 1,000 ens.
		Rs. a. p.
Circulars, letter forms and docket memo. forms	...	0 3 9
Labels in sheets	...	0 3 0
Cheque forms	...	0 3 3
Letter headings with signature line at bottom	...	0 3 3

359. *Unclassified work.*—Jobs not coming under these rules should be submitted for orders.

FORM WORK.

(40 or 50 per cent., and 20 or 30 per cent. for new entrants, should be added to the rates in paras. 361—369 except the items marked with asterisks.)

360. *Casting up.*—In casting up forms, after the first 1,000 ens, fractions of 250 ens are not reckoned; 250 ens and up to 500 ens are paid for as half a thousand; above 500 ens and up to 1,000 ens are paid for as a thousand.

361. *Classification and rates.*—Form work is divided into five classes and the rate for each class is as follows:—

Rates.—Class A consists of blank forms with headings irrespective of the number of forms or columns contained in a page, and is paid for at 1 anna per 1,000 pica or 12 point ens.

Class B consists of forms with lines of matter placed at wide intervals, and is paid for at the rates for Class A, 1 pie per line extra in each column being paid for the matter.

Class C consists of forms with rules placed at intervals across the columns, and is paid for at the rate for Class A, $\frac{1}{2}$ pie extra being paid per rule in each column.

Class D consists of forms partially filled in with matter; the blank columns are cast up at the rate for Class A and (*the filled-in matter is paid for according to the scale of rates given for common matter or tabular work as the case may be).

Class E consists of forms having matter changed in one or more columns in sheets succeeding those originally composed. (*The original composition is paid for at the rates for Class D, and changing the matter at press in succeeding sheets is paid for on time.)

362. *Matter placed at the foot of a form* is paid for at the rates for interspersed lines (*but when it exceeds 12 lines it is cast up as common matter). No extra is paid for signature and date lines.

363. *Forms headings having more than five appearing lines, set on pica or 12 point or larger type, are paid for at the rates for interspersed matter.* When set in type smaller than pica or 12 point all the lines are paid for at the rates for interspersed lines.

364. *Half titles.*—Sizes up to foolscap are paid for at 4 annas each, and 1 anna extra for each size larger.

365. *Skeleton Dockets.*—Skeleton dockets upto foolscap size are paid for at 2 annas each, and 6 pies extra for each size larger. (*Extra matter is cast up at 3 annas 9 pies per 1,000 ens, and for new entrants at 3 annas and 3 pies per 1,000 ens.)

366. *Column heads* are paid for at 3 pies each extra, and 1 pie extra for every line above 3. 1 pie extra is paid for each blank column head.

367. *Interspersed lines at wide intervals are paid for as under:—*

1 pie per line extra up to 8 ems;

2 pies per line extra from 9 ems to 33 ems;

3 pies per line extra from 34 ems and upwards.

* 40 or 50 per cent., and 20 or 30 per cent. for new entrants, should not be added when the matter is paid at cast-up rates or on time.

368. **Figure columns.**—One column, 4 ems and under, filled in with figures—1 pie is paid for every two lines of figures; (*wider columns filled in with figures or matter to be cast up).

369. **Rates for special form work.**—The following special work is paid for as below :—

Office Note Forms consisting of one, two and three perpendicular rules without headings are paid at 4 annas per page.

Office Note Forms consisting of one, two and three perpendicular rules having some matter both in the heading and in the body are charged as form work.

Letter Forms consisting of two or three perpendicular rules with heading and matter in the margin are charged as form work.

Docket Forms having only one perpendicular rule are paid at 1 anna per form.

Forms having only one perpendicular line with matter about eight ems placed at the heading are paid at 2 annas per form.

Proceedings, Keep-with Docket Forms are paid at 2 annas (40 or 50 per cent., and 20 or 30 per cent. for new entrants, should not be added to the rates *in parva*. 370-371.)

370. **Form where open matter extends across the page.**—In forms, where open matter extends across the page and is not divided into columns, one-fourth of the blank is paid to the compositor for making it up, and the value of the remainder of the blank is excluded from the cast-up.

371. **Full title pages.**—The rate for Pica or 12 point common matter according to the space occupied is paid.

372. **Unclassified work.**—Forms not coming under these rules should be submitted for orders.

373. **Ready Reckoner Table.**—The price of Form Work from 5 × 10 ems to 200 × 130 ems including 40 per cent. in Table IV is given in the case Work Ready Reckoner published separately.

RATES AND RULES FOR CALCULATING OUTTURN OF LINOTYPE OPERATORS.

The linotype operators are salaried men and are paid on the following basis :—

Calcutta Press

374. **Casting up.**—All matter composed on the Linotype machines is cast up in the same manner as shown for hand composition except that a special linotype gauge is used in measuring.

375. **Rates.**—In determining the number of ems the following rates are allowed :—

- (a) Matter set to a measure less than 11 ems 12 point in width (not being tabular) is calculated at a minimum rate of 11 ems 12 point measure corrected.
- (b) Matter set in 6 point to a measure of 25 ems 12 point or more is calculated at 5 per cent. extra.
- (c) Matter requiring two slugs to complete one measure (not being tabular) is charged one-fourth extra; three or four slugs to complete one measure one-half extra.

* 40 or 50 per cent., and 20 or 30 per cent. for new entrants, should not be added when the matter is paid at cast-up rates or on time.

- (d) Matter of and above four lines wholly composed in other than ordinary English (e.g., dialects and contractions) is charged one-half extra, and foreign languages double for each line.
- (e) Matter run down blocks is charged to the full width of the article.
- (f) Simple tabulated matter, i.e., with one justification is cast-up at 25 per cent. extra, two justifications or more 50 per cent. extra.
- (g) Lines containing caps, small caps, italic or antique which are set from the side cases, 50 per cent. extra.
- (h) Bad copy or manuscript is charged one third extra. Before the extra is allowed the orders of the Assistant Manager or Manager must be taken in writing.
- (i) 10 per cent. extra should be added to the outturn of an operator for matter composed from index slips (I. and L. Dept. letter No. A-221, dated 18th March 1936.)

376. Authors' corrections are calculated at 50 per cent. on fresh set matter. Only the lines actually necessary to carry out the corrections and make the lines even are allowed.

377. Scale of pay (old rate)—Rs. 80—4—100—5—125 per month. This scale is allowed only to those operators whose outturn is not less than 5,000 (corrected) ens per hour.

378. Reduction of pay.—In applying the reductions below, the average outturn for three consecutive months is taken into account.

- (a) A reduction of Rs. 5 is made from the basic pay for an outturn less than 5,000 (corrected) ens, but not less than 4,500 (corrected) ens per hour.
- (b) A reduction of Rs. 10 is made from the basic pay for not being able to attain the average outturn of 4,500 (corrected) ens per hour.

Disciplinary action is taken when the average outturn falls below 4,000 (corrected) ens per hour.

379. Bonus.—A bonus of 8 pies per 1,000 ens (corrected) is paid for an outturn exceeding 9,00,000 ens per month.

With effect from the 1st August 1940, bonus earned for work done during the prescribed normal hours of work by Lino operators in the Government of India Presses should form part of their 'pay' or 'emoluments' for the purpose of determining leave salary, winter allowance, pension or the amount of subscription and Government contribution in the case of those who subscribe to the Contributory Provident Fund. (Labour Dept. letter No. A-350, dated 2-9-40, and C. P. & S. I., No. 13/25/36-A. & F.)

(For paras. 374—379, see Dept. of I. and L. No. A-431, d. 21-6-28, and 8-5-31.)

380. Revised rate of pay of linotype operators (new entrants) is Rs. 70—3—85—4—105. This rate will be allowed only to those whose outturn calculated in accordance with the rules is not less than 5,000 (corrected) ens per hour. If outturn is less than 5,000 (corrected) ens but not less than 4,500 (corrected) ens per hour, a reduction of Rs. 4 will be made from the basic rate. When the outturn is less than 4,500 (corrected) ens per hour, the reduction will be Rs. 8. In applying these reductions, the average outturn for three consecutive months will be taken into account. Bonus at the rate of 8 pies per 1,000 ens will be allowed when the outturn exceeds 9,00,000 ens per month.

(I. & L. Dept. letter No. A-358, dated the 30th May 1934.)

Delhi and Simla Presses

381. Casting up.—The procedure laid down in para. 374 should be followed.

382. Authors' corrections are calculated at 50 per cent. on fresh matter. Only the lines actually necessary to carry out the corrections and make the lines even are allowed. (*Controller of Printing, Stationery and Stamps, India, U. O. I. Nos. Pg. 150, dated 29-12-23 and H. Q.-11, dated 9-11-26, reproduced below.*)

Extract from U. O. I. No. Pg. 150, dated 29th December 1923, from the Controller of Printing, Stationery and Stamps, to the Manager, Government Central Press, Delhi.

I agree to the 50 per cent. extra for author's corrections subject to the limitation that in no case shall the amount paid per page exceed the cost of original composition per page.

Extract from U. O. I. No. H.Q.-11, dated 9th November 1925, from the Controller of Printing, Stationery and Stamps, India, to the Manager, Government of India Press, Simla.

Author's corrections.—Before the present enquiry was made, it was the custom to allow half a minute per page in addition to the number of ens "corrected matter" for author's corrections whether there was one correction or more corrections in a page. To produce author's corrections certainly takes an operator a longer time than to set straightforward matter and it is usual in all the presses to allow a certain percentage over and above the number of ens set. 50 per cent. extra over and above the number of ens set may, therefore, be allowed.

383. Foreign Languages.—Matter composed in a foreign language in the Roman character is allowed 10 per cent. extra.

384. Extras.—10 per cent. extra should be added to the outturn of an operator for matter composed from index slips.

[I. and L. Dept. letter No. A-221, dated the 18th March 1936.]

385. Scale of pay.—The payments are regulated on monthly average outturn as below:—

- * (a) Rs. 75, a month for an average outturn of 3,000 to 3,499 (corrected) ens per hour.
- * (b) Rs. 80, a month for an average outturn of 3,500 to 3,999 (corrected) ens per hour.
- (c) Rs. 85, for an average outturn of 4,000 (corrected) ens per hour.
- (d) Rs. 90, for an average outturn of 4,500 (corrected) ens per hour.
- (e) Rs. 100, for an average outturn of 5,000 (corrected) ens per hour.

386. Bonus.—For all outturn in excess of 5,000 (corrected) ens per hour a bonus of 0-1-9 per 1,000 ens is paid.

With effect from the 1st August 1940, bonus earned for work done during the prescribed normal hours of work by Lino operators in the

* Those operators who after completing their training repeatedly fail to produce 4,000 (corrected) ens per hour should not be retained as operators; and those who owing to causes for which they are not responsible fail to attain the standard of 4,000 (corrected) ens per hour, in any particular month, should be paid at the rate admissible for 4,000 (corrected) ens. [These orders have effect from the 1st April 1938. I. & L. Department letter No. A-431, dated the 31st March 1934.]

Government of India Presses should form part of their 'pay' or 'emoluments' for the purpose of determining leave salary, winter allowance, pension or the amount of subscription and Government contribution in the case of those who subscribe to the Contributory Provident Fund. (Labour Dept. Letter No. A-350, dated 2-9-40, F. No. 13/25/36-A. & F.).

387. Revised rate of pay of linotype operators (new entrants) is Rs. 70-3-85-4-105. This rate will be allowed only to those whose outturn calculated in accordance with the rules is not less than 5,000 (corrected) ens per hour. If outturn is less than 5,000 (corrected) ens but not less than 4,500 (corrected) ens per hour, a reduction of Rs. 4 will be made from the basic rate. When the outturn is less than 4,500 (corrected) ens per hour, the reduction will be Rs. 8. In applying these reductions, the average outturn for three consecutive months will be taken into account. Bonus at the rate of 8 pies per 1,000 ens will be allowed when the outturn exceeds 9,00,000 ens per month.

(L. & L. Dept. letter No. A-198, dated the 30th January 1934.)

RATES AND RULES FOR CALCULATING OUTTURN OF MONOTYPE OPERATORS.

Monotype operators are salaried men and are paid on the following basis.

Calcutta Press

388. Casting up solid matter is done in the same way as for hand composition except that a special monotype gauge is used in measuring. The outturn is calculated on corrected ens only.

By the term "solid matter" on the Monotype Machine, it is understood to be matter requiring only one justification, whether or not it comprises ranging or column matter depending upon each other and reading across the page, as shown in the following examples:—

Examples of Solid Matter.

(1)

What does this honourable person mean by "a tempest that outrides the wind"?

Observe how in the example given under Rule LV the point of interrogation stands within the double inverted commas, but outside the single inverted commas.

LX. If an interrogative sentence ends with a quotation which is itself interrogatory, the point of interrogation is placed outside the inverted commas.

Hast thou never cried, "What must I do to be saved"?

The reason is, that the question to be answered is not the quoted question, but "hast thou never cried?" No writer has been bold enough to insert two points of interrogation.

LXI. The last three rules apply also to exclamatory sentences.

(1) But I holdly cried out, "Woe unto this city"!

(2) Alas, how few of them can say, "I have striven to the very utmost"!

(3) How fearful was the cry: "Help, or we perish"!

	Rs.		Rs.		Rs.
Over	20,000	...	50,000	8	1,440
"	20,000 or more but less than	...	50,000	7	3,250
"	50,000	ditto ditto ...	1,00,000	6½	6,000
"	1,00,000	ditto ditto ...	2,00,000	6	11,000
"	2,00,000	ditto ditto ...	5,00,000	5½	22,500
"	5,00,000	ditto ditto ...	10,00,000	4½	35,000
"	10,00,000 and over	3½	...

(3)

A—Metals, other than iron and steel, and manufactures thereof	1,56,25,540	2,47,59,605	2,66,10,017	1,66,17,990
B—Paper, pasteboard and stationery	1,03,31,807	90,45,962	2,81,24,013	84,23,651
C—Railway plant and rolling-stock	46,59,238	2,63,13,751	6,85,51,428	31,25,132
D—Yarns and textile fabrics	24,36,56,805	29,27,72,857	38,60,71,712	28,03,02,632
E—Miscellaneous	3,48,51,024	3,87,56,679	5,54,06,553	4,85,85,111
Total of Class III.	46,69,69,392	60,90,53,531	1,00,02,25,361	78,70,16,134

(4)

RAINFALL IN APRIL.					RAINFALL IN MAY.			
1920	1921	1922	1923	Normal.	1920	1921	1922	1923
0-63	1-86	0-68	1-45	1-94	4-16	2-97	2-98	1-4
0-34	4-13	1-95	1-33	2-85	3-96	3-87	3-59	3-41
0-49	3-23	0-79	0-88	1-79	2-79	2-02	3-60	3-7
0-46	3-69	2-20	2-42	3-48	5-31	2-80	2-79	5-71
0-81	1-34	1-20	1-56	3-65	3-98	3-54	3-15	4-27
0-69	1-72	0-71	1-19	1-92	3-00	3-33	4-94	3-53
1-02	2-23	1-09	1-20	2-11	4-52	1-97	3-02	2-57
0-51	1-63	1-27	0-56	1-87	3-08	2-37	4-25	3-19
0-70	4-42	0-85	0-49	1-66	2-90	3-58	2-50	3-04

289. Casting up Tabular matter.—Tabular matter is cast up at 25 per cent. extra.

By the term "Tabular matter" on the Monotype Machine, it is understood to be matter comprising columns depending upon each other and reading across the page, which require more than one (or double) justification, as shown in the following examples:—

Examples of Tabular Matter.

(1)

Period for repayment.	Loan purpose.	Amount.	Date when taken.	Annual charge.
		Rs.		Rs. A. P.
(1) Repayable in five annual instalments, of which one is already paid.	For general improvement, i.e., for improvement of roads, etc.	15,000	18th September 1919	3,561 0 0
(2) Repayable in five annual instalments, of which one is already paid.	For improvement of conservancy	7,000	17th September 1919	1,661 12 4
(3) Repayable in five annual instalments, of which one is already paid.	For improvement of water-supply	70,000	3rd March 1920	7,307 6 5
		<u>92,000</u>		<u>12,530 2 7</u>

Complaint of Nazir Ali Mondal of Shimra Jagatsahper Shilganj police station.	Accused—	Sections 302, 147, 149, Indian Penal Code.	I take up the investigation of the case.
	(1) Khabaruddi Mondal,	Murder with Arms.	
	(2) Umed Ali,		
	(3) Yasadulla Biswas, all sons of Bazarat Mondal.		
	(4) Dost Md., son of Bogdad Biswas.		
	(5) Khos Md., son of Umed Ali Mondal.		
	(6) Lal Md., son of Yasadulla Biswas.		
	(7) Sarwat, son of Bogdad Biswas.		

290. Rates.—In determining the number of ens the following rates are allowed :—

- (a) Matter of and above four lines wholly composed in other than ordinary English (e.g., dialects and contractions) is charged one-half extra, and foreign languages double for each line.
- (b) The seven alphabet, or any variation of the standard layout, on the "D" Keyboard, is charged one-third extra.
- (c) Bad copy or Manuscript is charged one-third extra. Before the extra is allowed, the question must be submitted to the Manager or Assistant Manager for orders.
- (d) Authors' corrections up to 1,000 ens. if set on the monotype Machine, are paid for at 50 per cent. over the rate for fresh matter but ordinarily small corrections should not be carried out on the machine.
- (e) 10 per cent. extra should be added to the outturn of an operator for matter composed from index slips. [I. and L. Dept. letter No. A-221, dated 18th March 1936.]

Note.—All paper perforated by the operator, but not workable on the casting machine through defect of paper or machine, is charged by the operator.

291. Scale of pay.—Same scale as for Linotype operators.

292. Reduction of pay.—Rules applicable to Linotype operators apply equally to Monotype operators.

293. Bonus.—The rate of bonus allowed to Linotype operators is also applicable to Monotype operators.

With effect from the 1st August 1940, bonus earned for work done during the prescribed normal hours of work by Mono operators in the Government of India Presses should form part of their 'pay' or 'emoluments' for the purpose of determining leave salary, winter allowance, pension or the amount of subscription and Government contribution in the case of those who subscribe to the Contributory Provident Fund. (Labour Dept. letter No. A-350, dated 2-8-1940, and C. P. & S. I. No. 13|25|36-A & F.)

(For para. 388-393, see Dept. of I. and L. No. A-431, d. 21-5-28, and 8-5-31.)

294. Learners on Mono-casting machines.—When learners are employed on mono-casting machines they are to be paid at the rate of

Rs. 25 per mensem. The sanctioned scale of pay of Mono-caster attendants will be admissible to learners only when they can take charge of the machine and are appointed as Mono-caster attendants on the regular establishment.

[I. and L. Dept. letter No. A-421, dated 13th December 1935.]

Delhi and Simla Presses.

396. Casting up.—Mono matter is cast up in the same manner as for hand composition except that a special monotype gauge is used in measuring.

396. Foreign Languages.—Matter composed in a foreign language in the Roman character is allowed 10 per cent. extra.

397. Extras.—10 per cent. extra should be added to the outturn of an operator for matter composed from index slips. (I. and L. Dept. letter No. A-221, dated 18th March 1936.)

398. Scale of pay.—Rs. 80—4—100 per mensem. The average outturn to be exacted for admitting to this scale is 6,300 (uncorrected) ens per hour.

399. Bonus.—For all outturn in excess of 6,300 average uncorrected ens per hour, a bonus of 11 pies per 1,000 ens is paid. (I. & L. Dept. letter No. A-431, dated 9-7-28.)

With effect from the 1st August 1940, bonus earned for work done during the prescribed normal hours of work by Mono operators in the Government of India Presses should form part of their 'pay' or 'emoluments' for the purpose of determining leave salary, winter allowance, pension or the amount of subscription and Government contribution in the case of those who subscribe to the Contributory Provident Fund. (Labour Dept. letter No. A-350, dated 2-9-1940, and C. P. & S. I. No. 13/25/36-A. & F.)

Letter No. A-431, dated 9th July 1928, from the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery.

With reference to your letter No. C.P.O.-14-36-27, dated 14th May 1928, I am directed to say that the Government of India are pleased to confirm your action in fixing the outturn of the monotype operators employed in the Government of India Presses at Simla and Delhi at 6,300 uncorrected ens per hour and in allowing a bonus of eleven pies per thousand ens for all output in excess of this outturn.

400. Revised rates of pay of Monotype operators.—The revised rate of pay of Monotype operators (new entrants) is Rs. 70—3—85—4—105. This rate will be allowed only to those whose outturn calculated in accordance with the rules is not less than 5,000 (corrected) ens per hour. If outturn is less than 5,000 (corrected) ens but not less than 4,500 (corrected) ens per hour, a reduction of Rs. 4 will be made from the basic rate. When the outturn is less than 4,500 (corrected) ens per hour, the reduction will be Rs. 8. In applying these reductions, the average outturn for three consecutive months will be taken into account. Bonus at the rate of 8 pies per 1,000 ens will be allowed when the outturn exceeds 9,00,000 ens per month.

[I. and L. Dept. letter No. A-398, dated 30th January 1934.]

401. Learners on Mono-casting machines.—When learners are employed on Mono-casting machines in the New Delhi Press they are

to be paid at the rate of Rs. 22 per mensem. The sanctioned scale of pay of Mono-caster attendants will be admissible to learners only when they can take charge of the machine and are appointed as Mono-caster attendants on the regular establishment.

[I. and L. Dept. letter No. A-431, dated 13th December 1935.]

402. Learners on Linotype and Monotype Keyboard Machines.—The following rates of pay are sanctioned:—

Outturn of corrected ens per hour.	Pay. Rs.
Up to 3,500	50
Over 3,500 up to 4,000	55
Over 4,000 up to 4,500	60

If a clerk or an industrial hand is appointed as a learner, he will get Rs. 50 per mensem or actual pay or class rate whichever is less until such time as he can produce an outturn of 3,500 (corrected) ens per hour.

(C. P. O. 11/9/31, dated the 4th September 1934.)

The above rates are applicable to both old hands and new entrants who, when appointed as operators, will respectively be entitled to old rates and new rates of pay of the posts. (2/120/36-1 & F.)

PIECE RATES FOR IMPOSITION.

(40 or 50 per cent., and 25 or 35 per cent. for new entrants, should be added to the rates for imposition.)

403. Rates for imposition.—The following are the rates paid for imposition:—

	Rs. A. P.
One page forms	0 0 5
Two " "	0 0 7
Four " "	0 1 2
Eight " "	0 1 8
Twelve " "	0 2 3
Sixteen " "	0 2 8
Broadside, Foolscap and Demy	0 1 2
Royal	0 1 8
Quad Foolscap to Double Super-Royal	0 3 4

PIECE RATES FOR DISTRIBUTION.

(75 per cent. sanctioned in B. of I. and M. No. A-31, dt. 23-11-30, reproduced below para. 411, and 60 per cent. for new entrants, should be added to all the rates in paras. 405-411.)

404. Casting up.—The rates for distribution are fixed on the same principle as those for composition, i.e., by the process of "casting up". The work, though requiring care, is much more quickly executed than composition; consequently the rates per 1,000 ens are substantially lower. In casting up matter for distribution, 500 ens and upwards are reckoned as 1,000 and less than 500 are not taken into account. The same rule is applicable in apportioning the matter in a sheet to the workmen, but in no case must the cast-up price be exceeded.

405. Rates.—

Per 1,000 ems.

Common matter } cast up according to the fount ... 2 pias.
 Tabular matter }

One-fourth, half or three-fourths of the above rates are paid for matter which is three-fourths, half or one-fourth blank, respectively.

Form matter, Class A, cast up as pica or 12 point... 1/2 pic.
 " " " B, " " " ... 3/4 "
 " " " C, " " " ... 1/2 "
 " " " D, } 1/2 pic for the form matter, and
 " " " E, } filled-in matter @ 2 pias.

406. Blank forms making portions of pages of book work are paid for at 2 pias per 1,000 ems of the text type. Full pages of blank forms occurring in book work are paid for at the rates for form matter.

407. Side and cut-in notes, and column heads set in smaller type than the table or form, are paid extra as under:—

1 to 6 lines ... 1 pic.
 Every additional 6 lines or less ... 1 "

408. Foot-notes, interspersed common and tabular matter in smaller type than the text, are paid extra as under:—

1 to 4 lines ... 1 pic.
 Every additional 4 lines or less, up to the difference in the cast-up value of the fount used ... 1 "

409. Extras are calculated and totalled on each page.

410. Dockets are cast up as form work; if the matter exceeds one-fourth of the docket, it is cast up as common matter.

411. Blanks.—Three lines are allowed for distributing the blanks at chapter heads or endings, etc.

Letter No. A-31, dated 23rd November 1920, from the Board of Industries and Munitions, to the Controller of Printing, Stationery and Stamps.

In modification of the orders contained in paragraph 9 of the Government of India, Board of Industries and Munitions, Resolution No. A-31, dated the 15th July 1920, I am directed to convey sanction to the rates of payment for piece-work in the case of distributorsemployed in the Government of India Printing Presses in Calcutta, Delhi and Simla being raised by 75 per cent. uniformly instead of by 40 per cent. in Calcutta and Delhi, and by 50 per cent. in Simla. The increase now sanctioned will have effect from the date of this letter.

412. Covers, half titles, title pages, and job work are distributed on time.

413. Head line type distribution is paid at hour rate.

414. Rates of imposition by distributors.—For the purpose of learning imposition or carrying out the work of an absentee impositor, distributors are allowed at the rate of their class the following time scale for imposing:—

No. of pages imposed.	Time admissible.
2	1/4 hour.
1	1/8 "
4	1 "
8	1 1/4 hours.

415. Ready Reckoner Tables.—The rates of payment per sheet and per page for distribution of book work including 75 per cent in Table V and the rates for distribution of form work including 75 per cent in Table VI are given in the Case Work Ready Reckoner published separately.

PIECE RATES FOR PYE-SORTING AND PYE-DISTRIBUTION.

(75 per cent. for old employees, and 60 per cent. for new entrants, should be added to all the rates in paras. 416-418.)

416. Pye-sorting is paid at 3 pies per pound.

417. Pye-distributing, including all accents, italics, antiques and Pica or 12 point lines:—

	Per lb. Pics.
Pica (12 point) ...	3
Small Pica (11 point) ...	4
Longprimer (10 point) ...	5
Bourgeois (9 point) ...	6
Brevier (8 point) ...	7
Minion (7 point) ...	8
Nonpareil (6 point) ...	10

418. Distribution of vernacular type pye is paid at the same rates as the distribution of English book work.

419. Standing matter.—Standing matter opened from chases and transferred to galleys, etc., and papering up matter are paid on time.

420. Case sorting is paid on time.

2.—MACHINE AND PRESS BRANCH

PIECE RATES FOR MACHINE PRINTING.

[40 or 50 per cent. sanctioned in B. of L. and M. Res. No. A-31, dt. 15-7-00 (printed in Appendix), and L. and L. No. A-62, dt. 7-9-28 (reproduced below), and 30 or 40 per cent. for new entrants should be added to the rates contained in paras. 421-423.]

421. Rates.—The rates include keeping the machines, rollers, etc., clean and in good working order.

Machine printing—Book work.

	Double form.	Single form.
	R. A. P.	R. A. P.
Making ready ...	0 11 0	0 6 0
Printing per 1,000 impressions ...	0 6 3	0 5 0

Machine printing—Form work.

	Double form.	Single form.
	R. A. P.	R. A. P.
Making ready ...	0 7 0	0 4 0
Printing per 1,000 impressions ...	0 5 0	0 4 0

Two hundred and fifty impressions and under are paid for as quarter of a thousand; 251 up to 500 impressions are paid for as half a thousand, and so on up to a thousand. When two single forms are printed on the machine at one time, rates for one machine man and two inkers are allowed.

No charge for making ready of form work is allowed when the number of impressions exceeds 3,000.

Note.—"Double form" means full sizes of paper above imperial, quad foolscap, double royal, double super royal and double demy.

"Single form" means full sizes of paper up to foolscap; double foolscap, demy, medium, royal, super royal, crown, double crown and imperial. Rates for machine printing both book and form work should be fixed according to the above sizes of paper used.

Double Rolling where essential and resorted to under the orders of the Manager will be reckoned as double impression and paid for as such. (A. & T. 23-35-32, dated the 26th May 1933.)

Letter No. A-627, dated 7th September 1928, from the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery, India.

In reply to your letter No. C. P. O. 15/20/27, dated the 30th April 1928, I am directed to say that the Government of India are pleased to confirm the action of the Manager, Government of India Press, Aligarh, in allowing payment to the Handpressmen transferred to the piece establishment in the press at piece rates laid down in the Central Printing Office Hand-book plus forty per cent. The Government also sanction the introduction of the Hand-book rates raised by forty per cent. for piece workers employed on flat-bed machines in the Aligarh Press.

The extra expenditure involved during the current financial year should meet from within your grant under the head "Stationery & Printing" for 1928-30.

Machine printing—Job work.

422. Rates for large and small machines—

Name of Machine.	ONE PAGE.				TWO PAGES.				
	Making ready.	Rate per 1,000 Impressions		Making ready.	Rate per 1,000 Impressions				
		R.	A. P.		R.	A. P.			
Large Falcon	0	2	0	0	3	0	0	2	6
Falcon	0	1	0	0	2	0	0	2	0

Piece rate for work done on the Kelly Automatic and Meihle Vertical Printing Machines in the Government of India Press, Calcutta.

Copy of letter from the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery, India, New Delhi, No. A-688, dated the 27th March 1931.

With reference to your letter No. C.P.O.-12/79/28, dated the 12th November 1930, I am directed to convey the sanction of the Government of India to a rate of annas two and pies six per thousand impressions plus 40 per cent. being fixed for work done on the Kelly Automatic and Meihle vertical Printing Machines in the Government of India Press, Calcutta, with effect from the 8th February 1929.

423. Rates for special work—

Cheques, etc., printed on machine in coloured inks are paid 25 per cent. extra over the rate of Book work including overprinting.

Post Office Savings Bank Rules are paid while in Double Royal forms at 5 annas per 1,000 and for sizes smaller than Double Royal at 4 annas per 1,000.

424. Ready Reckoner Table.—The rates of payment for machine work including 40 per cent. in Table VII are given in the Machine and Press Work Ready Reckoner published separately.

PRINTING OFF.

KALLY

FALCON

No. of copies.	Making Ready		Printing off.		Total.		No. of copies.	Making Ready.		Printing off.		Total.	
	Hrs.	M.	Hrs.	M.	Hrs.	M.		Hrs.	M.	Hrs.	M.	Hrs.	M.
500	1	12	0	4	1	12	100	0	30	0	4	0	34
600	1	15	0	8	1	15	200	0	30	0	8	0	38
700	1	17	0	12	1	17	300	0	30	0	12	0	42
800	1	20	0	16	1	20	400	0	30	0	16	0	46
900	1	22	0	20	1	22	500	0	30	0	20	0	50
1000	1	25	0	24	1	25	600	0	30	0	24	0	54
1100	1	27	0	28	1	27	700	0	30	0	28	0	58
1200	1	30	0	32	1	30	800	0	30	0	32	0	62
1300	1	32	0	36	1	32	900	0	30	0	36	0	66
1400	1	35	0	40	1	35	1000	0	30	0	40	0	70
1500	1	37	0	44	1	37	1100	0	30	0	44	0	74
1600	1	40	0	48	1	40	1200	0	30	0	48	0	78
1700	1	42	0	52	1	42	1300	0	30	0	52	0	82
1800	1	45	0	56	1	45	1400	0	30	0	56	0	86
1900	1	47	0	60	1	47	1500	0	30	0	60	0	90
2000	1	50	0	64	1	50	1600	0	30	0	64	0	94
2100	1	52	0	68	1	52	1700	0	30	0	68	0	98
2200	1	55	0	72	1	55	1800	0	30	0	72	0	102
2300	1	57	0	76	1	57	1900	0	30	0	76	0	106
2400	1	60	0	80	1	60	2000	0	30	0	80	0	110
2500	1	62	0	84	1	62	2100	0	30	0	84	0	114
2600	1	65	0	88	1	65	2200	0	30	0	88	0	118
2700	1	67	0	92	1	67	2300	0	30	0	92	0	122
2800	1	70	0	96	1	70	2400	0	30	0	96	0	126
2900	1	72	0	100	1	72	2500	0	30	0	100	0	130
3000	1	75	0	104	1	75	2600	0	30	0	104	0	134

Should it be necessary to lift a form, make ready charge should be given again provided A. M.'s signature is first obtained.

426. Payment to Machinemen and Machine Inkers, Government of India Press, Simla.—Outturn for the month will be calculated in hours according to the scale contained in paragraph 425 and compared with the total hours spent on the work. Excess outturn will be treated as a credit and short outturn as a deficit, unless in the opinion of the Manager the short outturn is the result of circumstances beyond the employee's control. The outturn will be examined by the Manager monthly, and disciplinary action will be taken against those machinemen and machine inkers giving short outturn consistently.

Monthly salary.

NOTE.—The hourly rate will be :—

$$\frac{\text{Monthly salary}}{\text{No. of working days in a month} \times 8}$$

[2/76/35-A. & F.]

PIECE RATES FOR HAND PRESSES.

[40 per cent. or 50 per cent. sanctioned in B. of I. and M. Res. No. A-31, dt. 15-7-20 (reproduced in Appendix), and I. & L. No. A-637, dt. 7-9-26 (reproduced under para. No. 421), and 30 or 40 per cent. for new entrants, should be added to the rates contained in paras. 427-430.]

427. Rates.—The rates include the covering of tympan and friskets and keeping presses and ink-tables, etc., clean and in good working order. Impressions on hand presses including making ready are paid as under :—

Press Work Rates.

Number of impressions	CLASS A.			CLASS B.			CLASS C.		
	Under demy.	Demy to super-royal.	Imperial and upwards.	Under demy.	Demy to super-royal.	Imperial and upwards.	Under demy.	Demy to super-royal.	Imperial and upwards.
	R. A. P.	R. A. P.	R. A. P.	R. A. P.	R. A. P.	R. A. P.	R. A. P.	R. A. P.	R. A. P.
50	0 13	0 23	0 26	0 19	0 26	0 36	0 43	0 56	0 80
100	0 16	0 26	0 29	0 20	0 29	0 40	0 46	0 60	0 86

Rate per 100 Impressions.

150 to 250	0 12	0 110	0 21	0 15	0 20	0 30	0 32	0 43	0 60
300 to 500	0 11	0 19	0 20	0 14	0 11	0 29	0 29	0 39	0 52
550 to 750	0 11	0 17	0 11	0 13	0 10	0 27	0 27	0 36	0 49
800 to 1,000	0 10	0 16	0 10	0 13	0 19	0 26	0 25	0 34	0 46
above 1,000	0 10	0 16	0 19	0 12	0 18	0 25	0 24	0 33	0 44

Intermediate numbers are paid for at the next higher rate.

File copies are not paid for.

Double rolling where essential and resorted to under the orders of the Manager will be reckoned as double impression and paid for as such (A. & F.-23-34-35, dated the 26th May 1935).

428. Classification—

Class A.—Form Work consists of such forms as require little making ready and are usually printed in long numbers.

Class B.—Account Forms and ordinary book work consists of such forms as accounts forms in books, secretariat proceedings, current letters and enclosures, departmental reports, codes, etc.

Class C.—*Fine Book work* consists of standard and scientific works requiring special care in inking and printing.

429. Rates for special work.—

Envelopes and labels are paid for at the rates for Class A.

Letter headings are paid for at the rates for Class B.

Printing more formes than one on a press at one pull.—Full rates are paid for one, and half rates for every additional forme.

Additional lays.—All formes requiring a second lay are paid one-half extra according to the size of the paper laid on; every succeeding lay is paid one-half of the second.

Printing formes in colours by one pull.—Full rates are paid for one colour, and half rates for each additional colour.

Long sub-divisions and folios.—Work printed in long sub-divisions is paid for as full sheets. Demy and medium folios are paid for as foolscap, and larger folios as full sheets.

The following work is paid at 50 per cent. over Class B :—

Printing on water marked paper and on parchment.

The following work is paid at Class C rates :—

"Epigraphia Indica."

"The Bower Manuscript."

"Manual of the Geology of India."

"Post Office Savings Banks Investment Certificates and List of Members of the Most Exalted Order of the Star of India."

Printing on Tissue paper and cheques in coloured inks on common paper is paid at 25 per cent. over Class B.

Stamping in of serial letters by hand on G. P. Notes is paid at 2 annas per hundred notes.

Labels printed on Cloth are paid at Class B rates.

Pulling proofs and printing forms which have folios or subject matter altered in subsequent sheets are paid at Re. 0-1-3 pies for each forme up to 50 copies, above 50 copies to be paid at the rate of Class A work. No time for alterations is allowed.

Pulling proofs after revision of book work, such as Army Regulations, Codes, etc., is paid at the rate of Class A work.

430. Rates for erasing and stamping.—

On sheets—

	R.	A.	P.	
Stamping only 1 letter	0	1	1	} per 100 copies.
Stamping only 2 or 3 letters	0	1	4	
Erasing only 1 letter	0	1	1	
Erasing only 2 or 3 letters	0	1	4	
Erasing and stamping 1 letter	0	1	8	
Erasing and stamping 2 or 3 letters	0	2	2	

On folded work—

Stamping only 1 letter	0	1	4
Stamping only 2 or 3 letters	0	1	8
Erasing only 1 letter	0	1	4
Erasing only 2 or 3 letters	0	1	8
Erasing and stamping 1 letter	0	2	2
Erasing and stamping 2 or 3 letters	0	3	4

421. Clean proofs, when pulled by pressman on piece rates, are paid for on time.

422. Division of earnings.—The amount earned by each press is divided into the following proportions:—

When a press or machine is worked by two men:—

Pressman	60 per cent.
Inker	40 "

When a press or machine is worked by three men:—

Pressman	50 per cent.
Inker	30 "
Fly-boy	20 "

When a press or machine is worked by four men, as with forms printed in colours:—

Pressman	45 per cent.
Inker	20 "
Inker	20 "
Fly-boy	15 "

423. Substitutes.—An inker who works as a substitute for a pressman or a fly-boy for an inker, is paid at the rate for the higher grade; but if his work is rejected, he will pay whatever expenses may be incurred in replacing it.

424. Ready Reckoner tables.—The rates of payment for press work including 40 per cent. in Table VIII and the rates including 50 per cent. in Table VIII (c) for Simla Press only are given in the Machine and Press Work Ready Reckoner published separately.

2.—BINDING BRANCH

PIECE RATES FOR BINDING.

435. Warehouse work includes the receipt and issue of stationery and binding material; damping paper; drying and pressing printed sheets; folding, stabbing, stitching, covering and cutting miscellaneous jobs and current work; and storing printed sheets until they are required for binding. Perforating, numbering, envelope-making, and paper-ruling are also included under this head.

436. Stationery binding includes every description of paper-book, from those simply covered with marble paper to the most elaborately bound account book.

437. Bookbinding is the art of folding the sheets of a book, securing them together, affixing boards or sides thereto, and covering the whole with leather or other material. It is divided into three branches—Binding in leather, Case work and Stationery binding, which are again divided into three heads, preliminary forwarding, forwarding and finishing. The various sizes of books are denominated according to the number of leaves into which the sheet is folded, as folio, 4to, 8vo, 12mo, etc. The different styles of binding are denominated according to the material used and the quantity of work employed, as half-binding, cruet, morocco extra, etc.

(40 or 50 per cent., and 30 or 40 per cent. for new entrants, should be added to all the rates contained in paras. 438-496.)

438. Rates.—The following are the rates paid for warehouse work:—

	R. A. P.
ORDINARY PRESSING—One sheet at a time.	
Demy to imperial per 1,000 sheets	0 3 0
Half sheet double foolcap and half sheets of all sizes up to imperial } per 1,000 half sheets... ..	0 2 3
Quarter sheet double foolcap and quarter sheets of all sizes up to imperial. } per 1,000 quarter sheets	0 1 7½
Double foolcap octavo and octavos of all sizes up to imperial, and all sizes smaller than octavo. } per 1,000 octaves	0 1 1½

Pressing 2 sheets and 3 sheets at a time is paid 25 per cent. and 50 per cent. respectively less than the above rates.

Pressing with proof paper is paid double the rates for ordinary pressing.

Hot rolling by machine is paid at 2 annas per 1,000 sheets.

				Full sheet	Half sheet	Quarter sheet
				R. A. P.	R. A. P.	R. A. P.
FOLDING—per 1,000 sheets :—						
Foolscap	{ 1 fold 2 folds 3 folds	0 1 0 0 1 9 0 3 0	0 0 9
Demy and medium	{ 1 fold 2 folds 3 folds	0 1 3 0 2 3 0 4 0	0 1 0 0 1 6 ...	0 0 9
Royal, super-royal, and double foolscap.	{ 1 fold 2 folds 3 folds	0 1 6 0 2 9 0 4 9	0 1 2 0 1 8 ...	0 0 10
Imperial	{ 1 fold 2 folds 3 folds	0 1 9 0 3 0 0 5 1	0 1 3 0 1 9 ...	0 1 0

R. A. P.

GATHERING—per 1,000 sheets :—

Foolscap	{ 1 fold 2 folds 3 folds	0 0 6 0 0 4 0 0 4
Demy and medium	{ 1 fold 2 folds 3 folds	0 0 8 0 0 6 0 0 6
Royal, super-royal, and double foolscap.	{ 1 fold 2 folds 3 folds	0 0 10 0 0 8 0 0 8
Imperial	{ 1 fold 2 folds 3 folds	0 1 0 0 0 9 0 0 9

Inserting is paid double the rates for gathering.

R. A. P.

CUTTING SHEETS—by hand :—

Full sheets of all sizes	0 1 0
Half sheets of all sizes	0 0 9
Quarter sheets of all sizes and under	0 0 6

3 to 5 sheets
Every additional 5 sheets**COLLATING—per 100 copies—**

				3 to 5 sheets	Every additional 5 sheets
				R. A. P.	R. A. P.
Foolscap	{ folio 4to 8vo	0 0 4 0 0 3 0 0 3	0 0 4 0 0 3 0 0 3
Demy and medium	{ folio 4to 8vo	0 0 6 0 0 4 0 0 4	0 0 6 0 0 4 0 0 4
Royal, super-royal, and double foolscap.	{ folio 4to 8vo	0 0 8 0 0 6 0 0 6	0 0 8 0 0 6 0 0 6
Imperial	{ folio 4to 8vo	0 0 10 0 0 6 0 0 6	0 0 10 0 0 6 0 0 6

				5 sheets and under	Additional 5 sheets
ORDINARY STABBING AND STITCHING— per 100 copies—				R. A. P.	R. A. P.
Foolscap	folio	0 1 3	0 0 6
			4to	0 1 0	0 0 5
			8vo	0 0 9	0 0 4
Demy and medium	folio	0 1 6	0 0 7
			4to	0 1 3	0 0 6
			8vo	0 1 0	0 0 5
Royal, super-royal, and double foolscap	folio	0 1 9	0 0 8
			4to	0 1 6	0 0 7
			8vo	0 1 3	0 0 6
Imperial	folio	0 2 0	0 0 6
			4to	0 1 9	0 0 5
			8vo	0 1 6	0 0 4

HALF of the above rates are paid when only stitching is done.

STITCHING AND RANGING WITH THE PACING LINES is paid 50 per cent. more than the rates for ordinary stabbing and stitching.

OVERCASTING is paid 50 per cent. more than the rates for ordinary stitching.

WIRE STITCHING is paid at 3 pies for inner and 2 pies for outer stitching per 100.

				5 sheets and under	Additional 5 sheets.
SAWING THE BACKS—per 100 copies—				R. A. P.	R. A. P.
Foolscap	folio	0 0 6	0 0 4
			4to	0 0 4	0 0 4
			8vo	0 0 3	0 0 3
Demy and medium	folio	0 0 8	0 0 4
			4to	0 0 5	0 0 4
			8vo	0 0 4	0 0 3
Royal, super-royal, and double foolscap	folio	0 0 9	0 0 5
			4to	0 0 6	0 0 5
			8vo	0 0 5	0 0 4
Imperial	folio	0 0 10	0 0 4
			4to	0 0 7	0 0 5
			8vo	0 0 6	0 0 6
SEWING—per 100 copies—					
Foolscap	folio	0 3 6	0 2 8
			4to	0 2 6	0 1 11
			8vo	0 2 0	0 1 6
Demy and medium	folio	0 4 0	0 3 0
			4to	0 2 6	0 1 11
			8vo	0 2 6	0 1 11
Royal, super-royal, and double foolscap	folio	0 4 0	0 3 0
			4to	0 2 6	0 1 11
			8vo	0 2 6	0 1 11
Imperial	folio	0 5 0	0 3 9
			4to	0 3 6	0 2 7
			8vo	0 2 6	0 1 6

When several sheets in a folio size book are inserted one within the other and sewed sheets are counted according to the number of sewings, one to three sheets so inserted and sewed together are reckoned as one sheet for sewing; more than three sheets are paid 12½ per cent. over the ordinary rate for sewing.

				Fore-edges. Head or tail.		
				R. A. P.	R. A. P.	
CUTTING TEXAS—per 1,000 cuttings—						
Foolscap	---	---	---	folio	0 0 2	0 0 1
				4to	0 0 1	0 0 1
				8vo	0 0 1	0 0 1
Demy and medium	---	---	---	folio	0 0 2	0 0 1½
				4to	0 0 1½	0 0 1
				8vo	0 0 1	0 0 1
Royal and super-royal	---	---	---	folio	0 0 4	0 0 1½
				4to	0 0 1½	0 0 1
				8vo	0 0 1	0 0 1
Double foolscap	---	---	---	folio	0 0 4	0 0 2
				4to	0 0 2	0 0 1½
				8vo	0 0 1½	0 0 1
Imperial	---	---	---	folio	0 0 4	0 0 2
				4to	0 0 2	0 0 1½
				8vo	0 0 1½	0 0 1

CUTTING FORMS AND BLANK PAPER is paid at 3½ pias per 1,000.

				5 sheets and under	Additional 5 sheets	
				R. A. P.	R. A. P.	
TACKING—per 100 copies—						
Foolscap	---	---	---	folio	0 0 5	0 0 2
				4to	0 0 4	0 0 2
				8vo	0 0 3	0 0 2
Demy and medium	---	---	---	folio	0 0 6	0 0 2
				4to	0 0 4	0 0 2
				8vo	0 0 3	0 0 2
Royal, super-royal, and double foolscap	---	---	---	folio	0 0 7	0 0 2
				4to	0 0 5	0 0 2
				8vo	0 0 4	0 0 2
Imperial	---	---	---	folio	0 0 8	0 0 2
				4to	0 0 6	0 0 2
				8vo	0 0 4	0 0 2

Pasting on leaves will be paid at the above rates.

Pasting in is paid for at 50 per cent. more than the rates for pasting on leaves (24-2-31-A.F.)

PASTING UP BACKS AND COVERING—per 100 copies—

			R.	A.	P.	R.	A.	P.			
Foolscap	{	folio	...	0	1	6	0	0	5
				4to	...	0	1	2	0	0	5
				8vo	...	0	0	11	0	0	5
Demy and medium	{	folio	...	0	1	10	0	0	5
				4to	...	0	1	5	0	0	5
				8vo	...	0	1	1	0	0	5
Royal, super-royal, and double foolscap	{	folio	...	0	2	3	0	0	5
				4to	...	0	1	9	0	0	5
				8vo	...	0	1	4	0	0	5
Imperial	{	folio	...	0	2	8	0	0	5
				4to	...	0	2	0	0	0	5
				8vo	...	0	1	6	0	0	5

PASTING ON END PAPERS—per 100 copies, or 200 pastings—

			R.	A.	P.		R.	A.	P.			
Foolscap	{	folio	...	0	1	0	Royal, super-royal, and double foolscap.	folio	...	0	1	4
		4to	...	0	0	9		4to	...	0	1	1
		8vo	...	0	0	6		8vo	...	0	0	10
Demy and medium	{	folio	...	0	1	2	Imperial	folio	...	0	1	6
		4to	...	0	0	11		4to	...	0	1	3
		8vo	...	0	0	8		8vo	...	0	1	0

PASTING COVERS ON END PAPERS—per 100 copies—

Foolscap	{	folio	...	0	2	0	Royal, super-royal, and double foolscap.	folio	...	0	2	8
		4to	...	0	1	6		4to	...	0	2	2
		8vo	...	0	1	0		8vo	...	0	1	8
Demy and medium	{	folio	...	0	2	4	Imperial	folio	...	0	3	0
		4to	...	0	1	10		4to	...	0	2	6
		8vo	...	0	1	4		8vo	...	0	2	0

EYEBLETING—per 1,000—

Puncturing and fixing rings	{	On paper	...	0	3	0
				On pasteboard, waxcloth, or parchment	...	0	4	0

In all the above operations, odd numbers up to 10 are not paid for; 11 to 25 are paid for as quarter of a hundred; 26 to 50 as half a hundred; and so on by quarters of a hundred up to 100.

WAREHOUSE DEPARTMENT

439. Relief stamping is paid at 2 annas per 100 impressions.

440. Cameo stamping is paid at 1 anna and 9 pies per 100 impressions. Putting tissue paper on stamps is paid at 0-2-3 pies per 1,000.

441. Plain stamping is paid at 6 pies per 100 impressions. 1 anna is paid for making the matrix in every case.

442. Puncturing holes in paper is paid at 0-1-6 pies per 1,000, and at 2 annas per 1,000 in pasteboard, waxcloth, or parchment.

443. Pasting white paper on boards is paid at 1 anna per 100 copies of the book.

444. Label pasting is paid at 1 anna 3 pies per 100 pastings.

445. Cutting cloth by hand and pasting both sides of corners of office forms are paid at the rate of 0-1-6 pies per 100 pastings. Pasting paper on both sides of corners of paper is paid at 9 pies per 100 pastings.

446. Interleaving with tissue paper is paid at 0-2-3 pies per 1,000.

447. Interleaving with tissue paper and banding are paid at 2 annas 6 pies per 1,000.

448. Pasting cloth between two sheets is paid for at 50 per cent more than the rate of pasting cloth on paper. (24-2-31-A.F.).

449. Rates for special work.—

Envelopes.—Overprinting on envelopes and all other operations thereof are paid at 9 pies per ream or 3 annas per bundle.

Counting and packing envelopes are paid at 4 pies per ream.

Posts and Telegraphs Guides.—Wire stitching of Posts and Telegraphs Guides with 2 stitches on each copy is paid at 5 pies per 100 copies.

Receipt Book.—Collating of Receipt Books is paid at 4 pies for every 5 leaves of Receipt Book.

PERFORATING

450. Rates.—Perforating is paid for at the rate of 1 anna per 1,000 perforations.

NUMBERING

451. Rates.—Numbering is paid per 1,000 pages as follows:—

	By machine.			By hand.		
	Rs.	A.	P.	Rs.	A.	P.
One impression on a page	0	2	0	0	6	0
Two impressions on a page	0	2	6	—	—	—
Three impressions on a page	0	3	0	—	—	—

Numbering in vernacular by hand is paid 10 per cent. over the above rate for hand numbering.

Power Multiple Numbering Machine.—10 per cent. extra is paid over the rate for one impression for work done on the Power Multiple Numbering Machine where the number of impressions is less than one thousand.

ENVELOPE-MAKING

452. Classification.—Envelopes are divided into two classes:—

Class A consists of envelopes with flaps opening in the centre, i.e., square and oblong envelopes.

Class B consists of envelopes with flaps opening at one end, i.e., bag-shaped or long envelopes.

453. Rates.—The following are the rates paid for folding and pasting envelopes per 1,000:—

	Class A.			Class B.		
	Rs.	A.	P.	Rs.	A.	P.
Full sheets of all sizes	0	6	0	0	4	3
Half	0	5	0	0	3	6
Quarter sheets and under, of all sizes	0	4	0	0	3	0

Cutting envelope from full sheets is paid at 0-0-5 pies per 1,000 cuttings, half sheets, quarter sheets and under at 0-0-4 pies per 1,000 cuttings.

The following rates are paid for folding and pasting cloth-lined envelopes per 1,000:—

	Class A.			Class B.		
	Rs.	A.	P.	Rs.	A.	P.
Full sheets, of all sizes	0	11	3	0	9	0
Half	0	10	0	0	8	0
Quarter sheets and under, of all sizes	0	8	6	0	6	9

Cutting cloth-lined envelopes is paid as under:—

Full sheets, of all sizes at 0-0-8 pies per 1,000.

Half sheets and under, of all sizes at 0-0-6 pies per 1,000.

Gumming blank square D. O. envelopes is paid at 0-1-5 per 1,000.

Folding flaps and banding in 25's of S. E. 3 and similar shaped envelopes are paid for at 0-1-11 pies per 1,000 envelopes; and banding in lots of 25's of S. E. 4 and similar shaped envelopes at 2½ pies per 1,000.

Rates for envelopes made on the New Envelope-Making Machines.

Standard envelopes, Nos. 2 and 3, at 0-0-11 pies per 1,000 envelopes.

Standard envelopes, Nos. 4, 5 and 6, at 0-1-1 pie per 1,000 envelopes.

Standard envelopes, Nos. 7 and 1, at 0-1-3 pies per 1,000 envelopes.

Full packing of the above standard envelopes with thick brown paper and tying with strings is paid at 1 pie per bundle.

454. Rates for the envelope-makers of the Forms Press, Aligarh

Serial No.	Envelope number.	Daily rate of output per rupee per month.
1	Mis. 54	600
2	M. R. 26	350
3	M. R. 27	450
4	T. I. 60	350
5	Lab. 107	75
6	Eng. 84	250
7	Lab. 105	50
8	Revt. 6	600
9	R. M. O. 7 (Punjab)	600
10	D. L. O. 6	600
11	D. L. O. 9 Small	600
12	D. L. O. 13	600
13	D. L. O. 14	600
14	Lab. 35	350
15	S. B. 23	550
16	R. P. 36-Large	200
17	R. P. 36-Medium	250

Serial No.	Envelope number,	Daily rate of output per rupes per month.
18	R. P. 36-Small	250
19	R. P. 37-Large	400
20	R. P. 37-Small	450
21	Lab. 54-Large	400
22	Lab. 54 (b)	450
23	Lab. 54 (r)	350
24	Lab. 55	75
25	Lab. 56	200
26	Lab. 103	75
27	F. Mix. 7	400
28	F. Mix. 13	600
29	Postn. 7	50
30	D. L. O. 9-Large	450
31	D. L. O. 7-Large	450
32	Lab. 54-Small	600
33	Lab. 54 (a)	450
34	Lab. 96	400
35	M. 35	600
36	M. O. 27	400
37	Mix. 5-Small	400
38	Mix. 5 (a)	400
39	R. M. O. 4	450
40	T. I. 56	400
41	T. I. 57	400
42	A. G. P. T. 24	300
43	A. G. P. T. 25	300
44	Business Reply Envelopes	400
45	Slotted Envelopes	100

Folding, pasting, counting and handling operations to be done by the envelope-makers in each case.

RULING.

455. Rates.—The following are the rates paid for forms ruled on the machine :—

Description of work.	Footscap	Demy	Double foots-	Imperial
	and under.	to royal.	cap and super- royal.	and upwards.
	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
Making ready—				
Making new pens ...	0 3 0	0 3 6	0 4 0	0 4 6
Adjusting old pens ...	0 2 0	0 2 4	0 2 8	0 3 0
Go-through work—				
Per 100 sides ...	0 0 3	0 0 3½	0 0 4	0 0 4½
Per 1,000 sides ...	0 2 0	0 2 6	0 3 0	0 3 6
Under-line work—				
Per 100 sides ...	0 0 3½	0 0 4	0 0 4½	0 0 5
Per 1,000 sides ...	0 3 0	0 3 6	0 4 0	0 4 6
Stop-work—				
Per 100 sides ...	0 0 6	0 0 7	0 0 8	0 0 9
Per 1,000 sides ...	0 4 0	0 5 0	0 6 0	0 7 0

Numbers below 500 are paid for at the rate per 100 copies ; 500 copies and upwards are paid for at the rate per 1,000 copies.

Making ready of formes in the New Ruling Machines for both side rulings.—Two making readys, one for each side, are to be paid for.

Ruling on New Ruling Machines is paid according to the above rates per 1,000 sheets (and not impressions). 50 per cent. extra is paid for double rulings.

Extras.—Where two or more colours are ruled at one time, one-fourth of the rates for go-through work and one-eighth of the rates for stop-work are paid extra. In inner forms, where little shifting of pens is required, one-fourth of the rates is allowed for making ready. Where shifting of pens is unnecessary, the making ready charge is not paid.

456. Substitutes.—A feeder who works as a substitute for a machine-man or a puller off for a feeder, is paid at the rate for the higher grade ; but if his work is rejected, he will pay whatever expenses may be incurred in replacing it.

457. Division of earnings.—See para. 305.

458. Rates.—The following are the rates paid for the various descriptions of binding :—

SECTION A.—BINDING IN LEATHER

PRELIMINARY FORWARDING

FOLDING—per 1,000 sheets—

					R. A. P.	
Footscap	1 fold ...	0 2 6
					2 folds ...	0 4 6
					3 folds ...	0 6 0
Demy and medium	1 fold ...	0 3 6
					2 folds ...	0 5 0
					3 folds ...	0 8 0

						Rs. A. P.	
Royal, super-royal, and double foolscap	...	{ 1 fold	0 4 0	
	...	{ 2 folds	0 7 0	
	...	{ 3 folds	0 10 0	
Imperial	...	{ 1 fold	0 4 6	
	...	{ 2 folds	0 8 0	
	...	{ 3 folds	0 12 0	
GATHERING—per 1,000 sheets—							
Foolscap folio	0 1 9	
Demy and medium	...	{ 4to	0 1 6	
	...	{ 8vo	0 1 3	
Royal, super-royal, and double foolscap	...	{ 4to	0 1 9	
	...	{ 8vo	0 1 6	
Imperial	...	{ 4to	0 2 0	
	...	{ 8vo	0 1 9	
COLLATING—per 100 copies—							
Foolscap folio	0 1 6	0 1 6
Demy and medium	...	{ 4to	0 1 0	0 1 0
	...	{ 8vo	0 1 0	0 1 0
Royal, super-royal and double foolscap	...	{ 4to	0 1 6	0 1 6
	...	{ 8vo	0 1 6	0 1 6
Imperial	...	{ 4to	0 1 6	0 1 6
	...	{ 8vo	0 1 6	0 1 6
SAWING THE BACKS—per 100 copies—							
Foolscap folio	0 1 6	0 1 3
Demy and medium	...	{ 4to	0 1 3	0 1 0
	...	{ 8vo	0 1 0	0 0 9
Royal, super-royal, and double foolscap	...	{ 4to	0 1 6	0 1 3
	...	{ 8vo	0 1 3	0 1 0
Imperial	...	{ 4to	0 1 9	0 1 3
	...	{ 8vo	0 1 6	0 1 3
SEWING, ORDINARY—per 100 copies—							
Foolscap folio	0 10 0	0 8 0
Demy and medium	...	{ 4to	0 7 0	0 6 0
	...	{ 8vo	0 7 0	0 6 0
Royal, super-royal, and double foolscap	...	{ 4to	0 7 0	0 6 0
	...	{ 8vo	0 7 0	0 6 0
Imperial	...	{ 4to	0 9 0	0 7 6
	...	{ 8vo	0 7 6	0 6 0

SEWING ON SLIPS, 25 per cent. extra on the rates for ordinary sewing.

Class I.—Binding in full morocco, calf or fine sheep.

Forwarding and finishing are paid for according to the time occupied.

CLASS II.—Binding in half morocco, calf or fine sheep, sprinkled edges.

DETAIL.	Number of sheets.	SIZES				
		All sizes under 8vo.	Demy, medium, royal 8vo, and foolscap 4to.	Super-royal and imperial 8vo and 4to, post.	Demy, medium, and royal 4to and foolscap.	Super-royal and imperial 4to.
		Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	
<i>Per 100 copies</i>						
FORWARDING—	10 sheets and under	15 0 0	20 0 0	25 0 0	32 0 0	40 0 0
<i>Extra</i> —	Every additional 10 sheets up to 40 sheets*	4 0 0	5 0 0	6 0 0	7 8 0	9 0 0
Millboards—	...	0 6 0	0 8 0	0 8 0	0 10 0	0 12 0
Lining	0 6 0	0 8 0	0 8 0	0 10 0	0 12 0
Beveling	0 5 0	0 4 0	0 4 0	0 4 0	0 4 0
Lining end papers	0 6 0	0 8 0	0 8 0	0 10 0	0 12 0
† Colouring edges ...	are paid for according to the time occupied.	0 5 0	0 4 0	0 4 0	0 4 0	0 4 0
‡ Marbling edges	0 6 0	0 8 0	0 8 0	0 10 0	0 12 0
† Pocket	0 6 0	0 8 0	0 8 0	0 10 0	0 12 0
Pasting gold label	0 6 0	0 8 0	0 8 0	0 10 0	0 12 0
FINISHING—						
<i>Blind</i> —						
Pallet on back ...	Per pallet	0 4 0	0 5 0	0 5 0	0 6 0	0 7 0
Filler or roll on sides and corners ...	Additional raised	0 1 0	0 1 0	0 1 0	0 1 0	0 1 0
<i>Gold</i> —	Per 100 books	0 12 0	1 0 0	1 0 0	1 4 0	1 8 0
Pallet on back ...	Per pallet	0 8 0	0 10 0	0 10 0	0 12 0	0 14 0
Filler or roll on sides and corners ...	Additional raised	0 2 0	0 2 0	0 2 0	0 2 0	0 2 0
Label on back, each ...	Per 100	1 5 0	2 0 0	2 0 0	2 8 0	3 0 0
Lettering on back, per line ...	First line	0 8 0	0 10 0	0 10 0	0 12 0	0 14 0
Every additional line ...	Every additional line	0 6 0	0 8 0	0 8 0	0 10 0	0 12 0
† Extra finishing is paid for according to the time occupied or according to agreement.		0 5 0	0 4 0	0 4 0	0 5 0	0 6 0

* After 40 additional sheets half of the above rates is paid for every additional 10 sheets.
 † The additional percentages as stated above paragraph 418 should not be added when done on time (page 377).

SECTION B.—CASE WORK AND BOARDINGS.

PRELIMINARY FORWARDING.

FOLDING—per 1,000 sheets—

						R. A. P.	
Foolscap	1 fold	0 1 3
				2 folds	0 2 3
				3 folds	0 3 9
Demy and medium	1 fold	0 1 7
				2 folds	0 2 9
				3 folds	0 5 0
Royal, super-royal, and double foolscap	1 fold	0 2 0
				2 folds	0 3 6
				3 folds	0 6 0
Imperial	1 fold	0 2 3
				2 folds	0 3 9
				3 folds	0 6 6

GATHERING—per 1,000 sheets—

Foolscap folio	0 1 0
Demy and medium	4to	0 1 0
				8vo	0 1 0
Royal, super-royal, and double foolscap	4to	0 1 6
				8vo	0 1 3
Imperial	4to	0 1 9
				8vo	0 1 6

3 to 5
sheets.

Every
additional
5 sheets.

R. A. P.

R. A. P.

COLLATING—per 100 copies—

Foolscap folio	0 0 8	0 0 8
Demy and medium	4to	...	0 0 6	0 0 6
				8vo	...	0 0 6	0 0 6
Royal, super-royal, and double foolscap	4to	...	0 1 0	0 1 0
				8vo	...	0 1 0	0 1 0
Imperial	4to	...	0 1 0	0 1 0
				8vo	...	0 1 0	0 1 0

					3 to 5 sheets.	Every additional 5 sheets.					
SAWING THE BACKS—per 100 copies—					Rx.	A.	P.	Rx.	A.	P.	
Foolscap folio	0	1	0	0	0	9
Demy and medium	4to	...	0	0	10	0	0	8
				8vo	...	0	0	8	0	0	6
Royal, super-royal, and double foolscap	4to	...	0	1	0	0	0	10
				8vo	...	0	0	10	0	0	8
Imperial	4to	...	0	1	2	0	0	10
				8vo	...	0	1	0	0	0	8
SEWING, ORDINARY—per 100 copies—											
Foolscap folio	0	7	0	0	5	3
Demy and medium	4to	...	0	4	6	0	4	0
				8vo	...	0	4	6	0	4	0
Royal, super-royal, and double foolscap	4to	...	0	4	6	0	4	0
				8vo	...	0	4	6	0	4	0
Imperial	4to	...	0	6	0	0	5	0
				8vo	...	0	5	0	0	4	0

SEWING ON SLIPS, 25 per cent. extra on the rates for ordinary sewing.

Class III.—Case work.

DETAILS.	Number of sheets.	SUMS.					Rs. A. P.
		All sizes under 8vo.	Demy, medium, royal 8vo, and foolscap 4to.	Super-royal and imperial 8vo and 4to, post.	Demy, medium, and royal 4to and foolscap folio.	Super-royal and imperial 4to.	
		Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	
FORWARDING—							
Per 100 copies.		0 6 0	0 8 0	0 10 0	0 12 6	0 14 3	
Pasting on end papers, folding and papers, cutting strings, beating and gluing up backs.	10 sheets and under Every additional 10 sheets ...	0 1 6	0 2 0	0 2 6	0 3 3	0 3 6	
Rounding and backing at machine ...	10 sheets and under Every additional 10 sheets ...	0 5 0	0 8 0	0 9 0	0 11 3	0 12 6	
Making cases, including cutting mill-boards and cloth and rolling.	10 sheets and under Every additional 10 sheets ...	0 1 6	0 2 0	0 2 3	0 2 9	0 3 3	
Lining back with calico, including cutting cloth	10 sheets and under Every additional 10 sheets ...	0 8 0	0 10 0	0 12 6	0 15 6	1 1 6	
Reunfing backs of cases, putting on cases and pasting end papers, pressing and cleaning.	10 sheets and under Every additional 10 sheets ...	0 2 0	0 2 6	0 3 3	0 4 0	0 4 6	
*Blocking side and back	Per 100 pulls Per 100 pulls ...	0 3 0	0 4 0	0 5 0	0 6 3	0 7 0	
ESTIMATES—		0 6 0	0 8 0	0 10 0	0 12 6	0 14 0	
Lining end papers ...	Per 200 ...	0 2 0	0 4 0	0 5 0	0 6 3	0 7 0	
Dovetailing mill boards ...	Per 200 boards ...	0 6 0	0 8 0	0 10 0	0 12 6	0 14 3	

*If working in gold of Annual Report, Linguistic Survey and Census Report of D. C. Archaeology is paid 50 per cent. over the rates.

Class IV.—Binding in full cloth, boards, flush.

Lithat.	Number of sheets,	Sizes				
		All sizes under 8vo.	Demy, medium, royal 8vo, and foolscap 4to.	Super-royal and imperial 8vo and 4to, post.	Demy, medium, and royal 4to and foolscap folio.	Super-royal and imperial 4to.
		Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
Per 100 copies.						
FORWARDING—						
Pasting on end papers, folding end papers, cutting strips, beating and gluing up backs.	10 sheets and under Every additional 10 sheets	0 6 0 0 1 5	0 8 0 0 2 0	0 10 0 0 2 6	0 12 6 0 3 3	0 14 3 0 3 6
Lining back with calico, cutting boards, putting on boards and pasting down end papers.	10 sheets and under Every additional 10 sheets	0 8 0 0 2 0	0 10 0 0 2 6	0 12 6 0 3 3	0 15 6 0 4 0	1 1 6 0 4 6
*Covering	10 sheets and under Every additional 10 sheets	0 6 0 0 1 6	0 8 0 0 2 0	0 10 0 0 2 6	0 12 6 0 3 3	0 14 3 0 3 6
Blocking Covers—						
Blocking side in blind	Per 100 pulls	0 3 9	0 5 0	0 6 3	0 7 9	0 8 9
Blocking title on side in gold	Per 100 pulls	0 7 6	0 10 0	0 12 6	0 15 6	1 1 6
Extras—						
Pasting paper label	{ on Side on back	0 4 0 0 2 0	0 4 0 0 2 0	0 4 0 0 2 0	0 4 0 0 2 0	0 4 0 0 2 0

*12½ per cent. extra is paid for turning the cloths round the boards.

Class V.—Binding in boards, cloth backs, paper covers, flush.

Detail	Number of sheets	Sizes				
		All sizes under 8vo.	Demy, medium, royal 8vo, and foolscap 4to.	Super-royal and imperial 8vo and 4to, post.	Demy, medium, and royal 4to, and foolscap folio.	Super-royal and imperial 4to.
		Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
<i>Per 100 copies.</i>						
DRESSING— Pasting on end papers, folding and papers, cutting strings, beating and gluing up backs.	10 sheets and under	0 6 0	0 8 0	0 10 0	0 12 6	0 14 3
	Every additional 10 sheets ...	0 1 6	0 2 0	0 2 6	0 3 3	0 3 6
Lining back with calico, cutting boards, boarding and pasting down end papers.	10 sheets and under	0 8 0	0 10 0	0 12 6	0 15 6	1 1 6
	Every additional 10 sheets ...	0 2 0	0 2 6	0 3 3	0 4 0	0 4 6
Cutting and pasting on cloth	10 sheets and under	0 3 0	0 4 0	0 5 0	0 6 3	0 7 0
	Every additional 10 sheets ...	0 0 9	0 1 0	0 1 3	0 1 6	0 1 9
*Cutting and pasting on cover ...	10 sheets and under	0 6 0	0 8 0	0 10 0	0 12 6	0 14 3
	Every additional 10 sheets ...	0 1 6	0 2 0	0 2 6	0 3 3	0 3 6
<i>Extras—</i> Pasting paper label on back	0 2 0	0 2 0	0 2 0	0 2 0	0 2 0

* 12 1/2 per cent. is paid over the rates for turning edges.

Section C.—Stationery Bindings—Contd.

		Per 100 Copies						
		Royal Bro.	Double	Royal Bro.	1/3 Demy,	Demy folio,	Royal,	
		Medium Bro.	Footnote	Imperial Bro.	1/3 Royal,	1/3 Imperial.	Super Royal	
		Medium Bro.	Imperial Bro.	Imperial Bro.	Imperial Bro.	Imperial Bro.	Imperial Bro.	Imperial Bro.
Enclosures or Backers	Medium Bro., Demy Bro., Super Royal, 12mo, Royal, 12mo, Double Footnote, 1/3 Demy, 1/3 Royal, 1/3 Imperial, 1/3 Super Royal and all smaller sizes.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
	For every additional half quire up to half six quires	3 8 0	4 8 0	0 3 0	0 4 0	0 5 0	0 7 6	18 0 0
	For every additional half quire up to half six quires	0 3 6	0 3 6	0 3 6	0 4 0	0 5 0	0 7 6	0 12 0
CLASS IV Full leather or parchment, sewn, with fly leaves, limp, half—half quire and under	Half enough or smooth half of parchment, sewn, limp, and paper, with fly leaves, printed rules, blank, ruled on back—two quires and under	8 0 0	10 0 0	12 0 0	14 0 0	17 8 0	26 0 0	42 0 0
	For every additional quire up to eight quires	0 9 0	0 12 0	0 14 0	1 0 0	1 4 0	1 14 0	3 0 0
	CLASS V Half enough of or parchment, sewn, with fly leaves, stitched edges, two half quires or paper, blank, ruled on back—two quires and under	6 0 0	7 8 0	8 0 0	10 0 0	13 8 0	19 0 0	30 0 0
CLASS VI For every additional quire up to six quires	For every additional quire up to six quires	0 7 0	0 9 0	0 10 0	0 12 0	0 17 0	1 4 0	2 4 0
	CLASS VII Quarter leather, sewn, with fly leaves, boards, cloth or paper sides, half—half quire and under	3 8 0	4 8 0	5 4 0	6 0 0	7 8 0	11 0 0	16 8 0
	For every additional quire up to six quires	0 3 0	0 4 0	0 4 0	0 5 0	0 6 0	0 8 0	1 0 0

For every additional half quire up to half six quires	0 2 6	0 3 6	0 3 6	0 3 6	0 4 0	0 5 0	0 6 0	0 7 6	0 10 0	0 11 0	0 12 0
CLASS VIII. Cover, buckram, stitched, white boards, cloth or paper back, boards, front-half quire and under	1 8 0	1 14 0	2 4 0	2 8 0	3 2 0	3 2 0	3 14 0	4 12 0	6 4 0	6 14 0	7 8 0
For every additional half quire up to half six quires	0 1 6	0 2 0	0 3 3	0 2 6	0 3 0	0 3 0	0 3 8	0 4 9	0 6 3	0 7 0	0 7 6
CLASS IX. Full cloth, sewed, white fly leaves, boards, front-half quire and under	4 12 0	6 0 0	7 0 0	8 0 0	10 0 0	10 0 0	12 8 0	15 0 0	20 0 0	22 0 0	24 0 0
For every additional half quire up to half six quires	0 3 6	0 4 6	0 5 0	0 6 0	0 7 6	0 7 6	0 9 0	0 11 0	0 15 0	1 0 0	1 2 0
CLASS X. Full cloth, sewed, white fly leaves, boards, front-half quire and under	3 0 0	3 12 0	4 8 0	5 0 0	6 4 0	6 4 0	7 12 0	9 8 0	12 0 0	12 8 0	13 0 0
For every additional half quire up to half six quires	0 2 6	0 3 0	0 3 6	0 4 0	0 5 0	0 5 0	0 6 0	0 7 6	0 10 0	0 11 0	0 12 0
CLASS XI. Full cloth, stitched, white fly leaves, boards, front-half quire and under	1 8 0	3 14 0	3 4 0	3 0 0	3 2 0	3 2 0	3 14 0	4 12 0	6 4 0	6 14 0	7 8 0
For every additional half quire up to half six quires	0 1 6	0 2 0	0 3 3	0 2 6	0 3 0	0 3 0	0 3 8	0 4 9	0 6 3	0 7 0	0 7 6
CLASS XII. Cover, cloth, paper, sides or cloth cover lined with cotton or buckram, white fly leaves, boards, front-half quire and under	2 6 0	3 0 0	3 8 0	4 0 0	5 0 0	5 0 0	6 0 0	7 8 0	10 0 0	11 0 0	12 0 0
For every additional half quire up to half six quires	0 2 6	0 3 0	0 3 6	0 4 0	0 5 0	0 5 0	0 6 0	0 7 6	0 10 0	0 11 0	0 12 0

Section C—Stationary Binding—continued.

FIG. 180 Cases

Decreases of Success	Rs. A. P.										
Medicine, 1000 Dress, 1000 Sewing, 1000 1000, Double 1000, Double Footbinding 1000, Double Footbinding 1000, and all and other items.	Rs. A. P.										
1 0 0	1 4 9	1 1 0	1 12 0	2 2 0	2 10 0	3 4 0	4 4 0	4 12 0	5 4 0	5 4 0	5 4 0
0 1 4	0 2 0	0 2 2	0 2 6	0 3 0	0 3 9	0 4 8	0 6 3	0 7 0	0 7 6	0 7 6	0 7 6
0 7 0	0 9 0	0 10 6	0 12 0	0 15 0	1 2 0	1 6 0	1 14 0	2 1 0	2 4 0	2 4 0	2 4 0
0 3 0	0 4 0	0 4 6	0 5 0	0 6 0	0 7 6	0 8 6	0 12 6	0 14 0	0 15 0	0 15 0	0 15 0
0 1 9	0 2 3	0 2 5	0 3 0	0 3 9	0 4 6	0 5 6	0 7 6	0 8 3	0 9 0	0 9 0	0 9 0
0 0 6	0 0 8	0 0 10	0 1 0	0 1 3	0 1 6	0 1 9	0 2 6	0 2 9	0 3 0	0 3 0	0 3 0
0 3 6	0 2 6	0 2 6	0 2 6	0 3 6	0 4 0	0 4 0	0 5 0	0 6 0	0 6 0	0 6 0	0 7 0

CLASS XIII.

Oversew cloth, paper sides or
half paper bound with cloth
or back, attached, whole or
sewn, limp, half-bound
spine and under. ---

For every additional half spine
up to half size spine ---

CLASS XIV.

Cloth back, cloth or attached
and under, back—on spine

For every additional one spine
up to half size spine ---

CLASS XV.

Paper covers, cloth, or attached,
back—five sheets and under.

For every additional five sheets
up to 100 sheets ---

CLASS XVI.

Binding back, paper covers with
cloth—five sheets and under.

For every additional five sheets
up to 100 sheets ---

Additional five sheets	0 1 11	0 1 11	0 1 11	0 1 11	0 2 6	0 3 0	0 3 0	0 3 9	0 4 6	0 5 3
CLASS XVII.										
Clipping—Five sheets and more	0 1 3	0 1 6	0 1 9	0 2 0	0 2 6	0 3 0	0 3 9	0 4 6	0 5 3	0 6 0
For every additional five sheets up to 50 sheets	0 0 6	0 0 9	0 0 10	0 1 0	0 1 3	0 1 6	0 1 9	0 2 6	0 3 3	0 3 9
CLASS XVIII.										
Clipping—Five sheets and more	0 0 6	0 0 9	0 0 10	0 1 0	0 1 3	0 1 6	0 1 9	0 2 6	0 3 3	0 3 9
For every additional five sheets up to 50 sheets	0 0 6	0 0 9	0 0 10	0 1 0	0 1 3	0 1 6	0 1 9	0 2 6	0 3 3	0 3 9
CLASS XIX.										
Fasting—One sheet and a half sheet	0 0 6	0 0 9	0 0 10	0 1 0	0 1 3	0 1 6	0 1 9	0 2 6	0 3 3	0 3 9
CLASS XX.										
Fasting cloth on paper	—	—	—	—	—	0 6 0	0 7 0	0 8 0	0 9 0	0 10 0
Fasting paper on paper	—	—	—	—	—	0 3 0	0 3 6	0 4 0	0 4 6	0 5 0
CLASS XXI.										
Furniture—Full, leather, blind covered on back or half leather, cloth or paper sides	0 0 0	7 8 0	8 0 0	10 0 0	12 0 0	15 0 0	18 0 0	25 0 0	27 8 0	30 0 0
CLASS XXII.										
Full cloth, buck head with leather or half cloth, paper sides	3 0 0	3 12 0	4 0 0	5 0 0	6 4 0	7 12 0	8 0 0	12 0 0	13 8 0	15 0 0
CLASS XXIII.										
Grant Books—Half leather, sewed, cloth or paper sides, blind coated on back—two quills full sheets and under	7 0 0	9 0 0	10 0 0	12 0 0	15 0 0	18 0 0	22 8 0	30 0 0	33 0 0	36 0 0
For every additional half quill	0 4 6	0 6 0	0 7 0	0 8 0	0 10 0	0 12 0	0 15 0	1 4 0	1 6 0	1 8 0

Note.—Where two or more sheets are arranged for binding by the authorities of each paper, 25 per cent. extra over the rate of the class is paid.
Twenty-five sheets are reckoned as one quill; two sheets above the quill are not paid for, but three sheets are paid for at the rate for the next size in the column.

For 1741, see page 368.

Where sheets contain blank copies, 25 per cent. extra is paid.
Where sheets are gathered and collated, 25 per cent. extra is paid.
Five copies 1300 under are paid at 80 per cent. additional on the rate per 100; above five copies are paid at the rate per 100.
Additional quills above 4 and 5 are paid at half the extra already paid for the additional quills.
Twelve sheets on paper of Double Duty size is paid for at the rate of No. 6-10-2 per 100 sheets.

Extras of Stationery Binding.

EXTRAS UNDER CLAUSES 1, 2, 5, 6, 8, 21, 22 AND 23.		EXTRAS UNDER CLAUSES 3, 4, 7, 8, 10, 11, 12 AND 13.		EXTRAS UNDER CLAUSES 14, 15, 16, 17, 18 AND 19.	
Description of Extras.	Rate per 100	Description of Extras.	Rate per 100	Description of Extras.	Rate per 100
Labels, gold lettered	2 0 0	Finishing printed labels	0 1 6	Finishing printed labels	0 1 3
{ on side	1 0 0	{ on side	1 0 0	{ on side	4 0 0
{ on back	1 0 0	{ on back	1 0 0	{ on back	4 0 0
Collar pocket on back	1 0 0	Finishing eyes	0 0 6	Finishing eyes	0 0 3
Finishing printed labels	0 2 0	Finishing tapes	0 0 9	Finishing eyes on envelope	0 0 3
Marking edges	1 8 0	Stamping words on sheets	0 2 0	Stamping words on sheets	0 2 0
{ on side	4 0 0	{ on side	0 0 6	{ on side	0 0 6
{ on back	0 12 0	{ on back	0 0 6	{ on back	0 0 6
Finishing slits	0 8 0	{ on pocket	2 0 0	{ on pocket	0 1 0
Finishing eyes	0 0 9	{ on leather flap	0 6 0	{ on leather flap	0 2 0
Finishing tapes	0 1 0	{ on cloth flap	0 6 0	{ on cloth flap	0 0 2
Stamping words on sheets	0 2 0	{ on pocket	0 0 5	{ on pocket	0 0 5
Trimming inner sheets	0 5 0	{ on pocket	3 0 0	{ on pocket	0 2 0
{ on pocket	1 5 0	{ on leather flap	0 0 0	{ on leather flap	0 0 0
{ on cloth flap	0 0 0	{ on cloth flap	0 0 0	{ on cloth flap	0 0 0

4/1
5/1
6/1

BINDERY.

459. Binding in half country leather.—Forwarding is paid 25 per cent. less than the rate for half English leather binding.

460. Binding in full country leather.—Forwarding is paid 12½ per cent. less than the rate for half English leather binding.

461. Binding in quarter country leather.—Forwarding is paid 25 per cent. less than the rate for half country leather (i.e., 12½ per cent. for quarter binding and 12½ per cent. for not banding).

462. Forwarding of books of Demy and Medium folios bound in leather or cloth is paid at the rates for Super-Royal and Imperial 4to sizes. Royal, Super-Royal, Double Foolscap, and Imperial folios are paid 12½ per cent. above Demy folio; all larger sizes are paid 5 per cent. extra above Royal folio.

463. Binding in Art Canvas.—25 per cent. less than the rates for leather binding is paid for binding in Art canvas.

464. Cloth joint, with joint fly-leaves is paid at the following rate per 100 pairs:—

	Rs. A. P.
All sizes under Foolscap Octavo	0 3 0
Demy Medium, Royal Octavo, and Foolscap 4to	0 4 0
Super Royal and Imperial Octavo and 4to Post	0 5 0
Foolscap folio	0 6 3
Demy folio	0 7 0
D. Foolscap folio	0 8 0

465. File Boards per 100—

Standard foolscap size with flaps and tapes	1 8 0
Skeleton foolscap size with flaps and tapes	1 4 0
Demy 4to size with flaps and tapes	0 12 0
Foolscap 106 size with flaps and tapes	0 10 0
" 1/8 " " " "	0 7 0

Half of the above rates is paid for file boards made without flaps and tapes.

File Boards, foolscap, coloured paper pasted on brown cartridge, eyeletted, and red tape fixed, are paid at 0-10-7 pies per 100 copies.

466. Interleaved copies are paid fifty per cent. over the ordinary rates for binding.

467. Pasting coloured end papers is paid 50 per cent. over the ordinary rate for pasting end papers.

468. Pasting white papers on boards before pasting cover is paid 50 per cent. over the ordinary rate of cutting and pasting on cover.

469. Cutting strings and beating the books after sewing are paid at 0-4-0 annas per 100 copies.

470. Re-binding old books are paid at piece rates—50 per cent. over the rates is allowed when 5 copies only or less are bound in one binding order. No time is allowed in re-binding old books except under special circumstances when previous sanction is obtained.

471. File copies of books bound in half or full leather are paid for at piece rates.

472. Folding.—Four folds of all sizes are paid at 8 annas per 1,000 sheets.

473. Sewing on the Smyth's sewing machine is paid at 3 pies per 100 sheets. 50 per cent. extra is allowed on the machine sewing rates on each signature where the sheet is cut to allow of the insertion of charts, maps, plates, etc., in the copies.

474. Black bordering by hand on papers and envelopes is paid at the rates as under:—

Note papers, etc.

Sizes.	Rate per 100.		
	R.	A.	P.
Super Royal, Royal 4to and Foolcap folio	0 6 0
Demy, Medium and Foolcap 4to	0 5 0
All Octavo sizes and under	0 4 0

Envelopes.

Sizes.	Rate per 100.					
	Thick.		Thin.			
	R.	A.	P.	R.	A.	P.
Sizes larger than Foolcap	0 5 0	0 3 6		
Foolcap	0 4 6	0 3 0		
Under Foolcap	0 3 6	0 2 6		

475. Counting ruled sheets into quires, folding, packing into reams and pasting labels on the packets are paid at Rs. 1-8 as. per 100 reams.

476. Preliminary forwarding of all sizes under Octavo is paid for at the rates for Demy Octavo and Forwarding at rates for under Octavo.

477. Gluing up the backs of books sewed on the sewing machine is paid at 0-1-3 pies per 100 books of ten sheets and under. For every additional 10 sheets 6 pies per 100 books is paid.

478. Folding by machine is paid at Re. 0-2-9 pies per 1,000 sheets (irrespective of sizes and folds). Above D'Royal is paid at Re. 0-3-9 pies per 1,000 sheets.

479. Perforating one sheet and pasting two sheets inclusive of arranging blue rules for writing with carbon paper are paid at 9 pies per 100 copies.

480. Cutting boards (Straw boards, Mill boards, etc.) is paid at 1 anna per 100 boards.

481. Cutting thin cards is paid at 3½ pies per 1,000.

482. Cutting Indian pulp boards as used in I. O. P. form No. 63 is paid at 5 pies per 1,000.

483. Cutting boards into envelope shape for stamp booklets is paid at 1 anna 6 pies per 1,000.

484. Counting, packing and banding.—All counting and packing are paid at 2 pies per 1,000 and banding is paid at 3 pies per 1,000. Counting banding into 100, and packing of sheets per bundle of 1,000 are paid for at 5 pies per bundle.

485. Punching and pasting paper washer on one side are paid at Re. 0-5-1 pie per 1,000 copies.

486. Rounding corners in Machine.—

All octavo sizes and under at $\frac{1}{2}$ pie per 1,000 leaves.

All quarto sizes at $\frac{1}{2}$ pie per 1,000 leaves.

All folio sizes at $\frac{3}{4}$ pie per 1,000 leaves.

487. Books bound exactly like leather.—Preliminary forwarding is paid for at board binding rates for using binding cloth instead of leather and Forwarding is paid as follows:—

(a) 25 per cent. is deducted from Forwarding rates for leather binding (like art canvas).

(b) $12\frac{1}{2}$ per cent. is deducted from the remainder (for not banding).

(c) 25 per cent. is again deducted from the remainder (for using ordinary cloth and not using head band).

488. Folding tables, charts, maps, etc., to size of book.—

						Per 100.
						R. A. P.
<i>(a) Foolscap folio and all 4to sizes—</i>						
Folding	1 fold	100	sheets or maps	0 1 1
"	2 folds	100	"	0 2 2
"	3 "	100	"	0 3 3
"	4 "	100	"	0 4 5
"	5 "	100	"	0 5 6
<i>(b) All octavo sizes—</i>						
Folding	(1) Vertical	0 1 1
"	(2) "	0 2 2
"	3 folds	0 2 9
"	4 "	0 3 3
"	5 "	0 3 10
<i>(c) All sizes under octavo—</i>						
Folding	1 fold	0 0 6
"	2 folds	0 1 1
"	3 "	0 1 8
"	4 "	0 2 2

489. Cutting open folded sheets of Foolscap folio and all quarto sizes (except foolscap 4to which is equal to royal octavo) for pasting in plates, charts, extra leaves, etc.—

						Per 100.
						R. A. P.
(a)	Cutting open	top only	0 0 10
(b)	"	side	0 0 10
(c)	"	foot or bottom	does not occur in this case.	0 1 8
	Top and side in one operation		0 1 8

490. Cutting open folded sheets of all Octavo sizes (except foolscap octavo which is equal to demy 16mo) for pasting in plates, charts, extra leaves, etc.—

	Per 100 R. A. P.
(a) Cutting open top only	0 0 10
(b) " " side	0 0 10
(c) " " foot	0 0 10
Top and side in one operation	0 1 8

491. Cutting open folded sheets of all 16mo sizes.—

	Per 100 sheets R. A. P.
Cutting open top only	0 1 1
" " side	0 1 1
" " foot or bottom (in case of a sheet containing 32 pages)	0 1 1

492. Cutting guard in a map and folding to size of book.—

(a) Rate for Foolscap Folio as follows:—	Per 100 maps R. A. P.
(i) 4 folds, 1 horizontal and 3 parallel vertical	0 6 7
(ii) 3 " 1 " 2 "	0 5 6
(iii) 2 " 1 " 1 vertical	0 4 5

(b) All octavo sizes—

Cutting guard of maps, etc., and—	Per 100 maps R. A. P.
Folding (2) 1 Horizontal and 1 Vertical	0 3 3
" (3) 1 " 2 "	0 4 5
" (4) 1 " 3 "	0 5 6
" (5) 1 " 4 "	0 6 7
" (6) 1 " 5 "	0 7 9
" (7) 1 " 6 "	0 8 10

(c) All sizes under octavo—

	Per 100 maps R. A. P.
4 Folds 1 horizontal and 7 vertical	0 6 7
4 " 1 " 3 "	0 4 5

493. Pasting plates, etc., on guard, making into sections and inserting them into the folded sheets.—

	Per 100 plates R. A. P.
(a) S. Royal 4to (making into sections of 6 leaves)	0 6 7
(b) All octavo sizes	0 5 6
(c) All sizes under octavo	0 4 5

484. Pasting maps, etc., into the sheets.—

	Per 100 maps.
	R. A. P.
(a) Foolscap folio and all 4to sizes	0 2 9
(b) All octavo sizes	0 2 2
(c) All sizes under octavo	0 1 8

495. Collating of maps, charts, etc., is paid at 1 anna for every 5 sheets.

496. Rates for special work.—

"The Post and Telegraph Guide", "The Army List" and "The Power Manuscript"—Preliminary forwarding is paid at board-binding rate and the covering at warehouse rate.

Acts.—Preliminary forwarding is paid at board-binding rate.

British India Passport.—Sewing of British India Passport is paid at 4 annas 6 pies per 100 copies.

Duplicate Passport.—Pasting full brown cover on back is paid at Re. 1-1-7 pies per 100 copies.

New British India Passport is paid at Rs. 4-12 as. per 100 copies which excludes the charges for operation as under:—

	R. A. P.
Collating	6 2 0
Punching	0 2 0
Blacking in gold	0 6 0
Cut repairs	0 0 3
Hot pressing	0 0 10

Writing pads.—Making writing pads with morocco or ordinary cloth is paid at Rs. 15 per 100 copies, with Pergamoid or Piusin cloth at Rs. 22 as. 3 per 100 and with leather Rs. 30 per 100 copies.

Certificates.—Pasting edges of certificates with longcloth on four sides and cutting cloth are paid at Re. 0-11-5 pies per 100.

497. Wanting Sheets.—Supplying wanting sheets in connection with the binding is paid on time.

498. Unclassified work.—Work not coming under these rules should be submitted for orders.

TIME WORK.

499. Time work is paid at the rates laid down in para. 39.

500. Ready Reckoner Tables.—The rates of payment from 1¼ hour to 10 hours and from 15 to 100 hours of the various classes for compositors in Table IX, for Impositors, Distributors and Inkers in Table X and for Machinemen, Pressmen and Binders in Table XI are given in the Time Work Ready Reckoner published separately.

APPENDIX

(1) Government orders on the Report of the piece-works committee, 1922.

Letter No. A-389, dated 2nd February 1923, from the Deputy Secretary to the Government of India, Department of Industries, Delhi, to the Controller of Printing, Stationery and Stamps.

The Government of India have had under consideration the report of the Committee appointed in January 1922 to consider the grievances of piece-workers employed in their printing presses in Calcutta, Delhi and Simla, and they generally approve the recommendations contained in the majority report with the following modifications :—

- (a) In view of the rates of pay obtaining in private presses for distributors the Government of India are of opinion that there is little likelihood of distributors in Government presses wishing to accept the salary system recommended by the Committee. The Government of India, therefore, accept the Committee's alternative suggestion that compositors may be allowed to do their own distribution if they so desire, the piece rate for distribution being added in such cases to the piece rate for composition. Officers in charge of the presses should make arrangements accordingly.
- (b) The Government of India are unable to accept the recommendation contained in paragraph 16 of the majority report that for the purpose of calculating qualifying service for pension retrospective effect should be given to the concession allowing piece-workers to count 16 days' absence a year as qualifying for pension, if the concession was given retrospectively to 1st April 1922, it would favour the irregular worker in the past as against the regular worker.

2. I am now directed to request that the following instructions may be issued to the officers of the Government Presses in Simla, Delhi and Calcutta with a view to their giving effect to the recommendations of the Committee.

- (1) Payment for idle time should be allowed to piece-workers whenever due according to the orders already issued.
- (2) The distinction between the permanent and temporary piece establishment should be abolished so far as pensions are concerned. All men in employment on the 15th July 1920 shall be entitled to pension subject to the conditions laid down in the Department of Industries Resolution No. A-371, dated the 30th November 1921, without reference to the word "permanent."
- (3) Whenever it may be necessary to reduce piece establishment on account of shortage of work, the most junior hands should be discharged first. The discharge of a senior man should only be made by the Officer in charge of the press, who will record his reasons in writing.
- (4) The older hands should as far as practicable be put on lighter work.
- (5) Overseers in the presses should be instructed to exercise a close supervision over the distribution of work by section-holders to compositors and the officers in charge of the presses should satisfy themselves that section-holders are not showing favouritism in the distribution of the work. To this end a tabular statement should be kept in each section showing the hours worked and the earnings of every compositor month by month. This statement should be regularly examined by the Officer in charge of the press. If the earnings of any man show a tendency to decrease, the Officer in charge should examine his file of work in order to see whether the decrease is due to the type of work made over to the compositor by the section-holder.
- (6) Overseers should exercise a close supervision over the work of checkers and whenever required should explain to compositors the reasons for reduction in their claims.
- (7) Ordinary hours of attendance in a press should be decided in consultation with the Works Committee of the Press, due regard being had to the wishes of piece-workers who at present form the largest proportion of the establishment.

(3) Vacancies in the grade of section-holders should be filled up alternately from assistant section-holders and senior compositors or operators. This rule may be relaxed only if no competent candidate can be obtained from the class from whom the selection would otherwise have been made under this rule.

(4) amended by letter from the I. & L. Dept. No. A-431, dated 20th April 1930.)

(2) Improvement in the condition of services and the rates of pay, etc., of the employees of the Government of India Presses, Calcutta, Simla and Delhi.

Extract from Resolution No. A-21, dated 15th July 1920, from the Board of Industries and Munitions, to the Controller of Printing, Stationery and Stamps.

7. Revision of hours of work.—The Government of India find on enquiry that the hours of work in the presses are at present undeniably long, and they have decided that in future the normal day for all industrial workers in the presses who draw overtime allowances should be 8½ hours on 5 days of the week (7 A.M. to 5 P.M. or such other hours as may suit local conditions, including 1½ hours complete rest for meals, etc.), and 5½ hours on Saturday (7 A.M. to 1-30 P.M. or such other hours as may suit local conditions with 1 hour's rest), thus making a total of 48 ordinary working hours in the week. The men will also be allowed to work to a maximum of 12 extra hours during any week. For each overtime hour thus worked the men will receive an additional payment of 25 per cent. of their class rates per hour. Thus, allowing for 28 working days during the month, no man will be required to work for more than 250 hours in a month (including overtime) except in cases of real emergency. But to ensure that occasions of this nature are as few as possible and to give an adequate reward for work performed under such conditions, the additional payment made for each hour worked in excess of 10 hours on any day will be 50 per cent. of the class rate per hour. The above decision will not affect the clerical and the computing staffs of the presses who will continue to be on the same footing as regards hours of work as clerical establishments in other offices.

PIECE-WORKERS

8. Necessity of retaining the piece-work system.—The Government of India also find that the present average earnings of piece-workers in their presses compare favourably with those that are earned in other establishments. Piece-workers who attend regularly and work reasonably long hours earn good wages; as they improve their skill, they can obtain progressively higher rates. Those who are less regular in attendance or are less skilled naturally earn less; but it is clear that assiduity and a desire to improve their skill offer to all an ample prospect of advancement. These facts very greatly reduce the force of the main argument used in most of the recent petitions, that the present piece-rates are entirely out of date and inadequate. The main objection, however, to the present system is as indicated above, that piece-workers in many cases work very long hours, often exceeding the limit of the 60-hour week which the Government of India consider suitable for industrial establishments in this country. The Government of India also realise the necessity of ensuring a regular flow of work so as to afford an equal distribution of opportunity to all workers. The conclusion reached by the Government of India is, briefly, that workers should be enabled to earn a wage compatible with a decent standard of comfort under modern conditions, without the necessity of working for unduly long hours; but this object can be easily gained without the abolition of piece-work. To reduce the industrious and the intelligent to the same level with the casual or inexperienced worker would be a retrograde step, and would not be in the best interest of the men themselves; it would clearly be impossible to reward special merit without constant interference in a way that might give an opening to favouritism and injustice. The Government of India are therefore of opinion that the piece-work system should continue, but they have decided to make the following modifications in the terms of employment of the piece-workers in their presses.

9. Increase of piece-work rates.—The present scale of rates of payment for piece-work will be raised by 40 per cent. for Calcutta and Delhi and by 50 per cent. for Simla; at the same time, the special temporary allowances at present in force will be abolished. As far as can be judged from the very detailed figures that the Government of India have obtained of the earnings of the men of different classes in the Calcutta, Delhi and Simla presses during the year 1919-20, the piece-workers will be able, under the increased rates now sanctioned, to earn more than their present total income in a shorter working day and under considerably more favourable conditions.

10. *Payment for lost time.*—Piece-workers have represented that a real hardship has been caused by the fact that they receive no payment for any time during which they remain idle in the Press for lack of work. To remove this grievance, it has been decided that in future they will be paid according to their class rates, if during normal working hours they have to remain idle for this cause.

11. *Leave rules for piece-workers.*—The Government of India are not, however, prepared to accept the proposal that piece-workers should have the same provisions for leave as salaried hands. They think that the piece-workers should continue to be treated in this matter in the same way as the establishment of other industrial concerns, and that they should only be paid for days on which they attend for work.

Superintendents of presses are, however, authorised to waive, at their discretion, penalties for casual absences which are not covered by leave granted in advance or by medical certificate.

Under an arrangement of long standing, 8 days' casual leave with pay is granted to Simla piece-workers (the majority of whom are residents of the plain) during the winter months when work is less pressing locally. In future, the Simla men will be allowed to combine with this leave, leave without pay, and such combined leave will not be considered a break in service.

SALARIED HANDS

12. *Revision of salaries.*—As regards salaried hands the men at present draw their original basic pay plus the war allowance. In addition, they get overtime allowances (except in the case of clerks and computers, who are not eligible for overtime). In view of the extension of the standard hours of work, and in order to secure an adequate living wage under altered conditions to all classes of workers in their presses, the Government of India have decided to increase the pay at present drawn by the salaried employees of their presses. In fixing the revised scale for salaried hands at present entitled to overtime, the present basic pay has first of all been raised by one-third, and to this sum the present war allowances have been added. The amount so obtained has been further raised to a figure which would, in the opinion of the Government of India, provide for the necessary degree of improvement in the present earnings of the men.

13. *Introduction of time-scale.*—The Government of India understand, moreover, that much of the grievances of the subordinate employees is due to the fact that at present a certain amount of favouritism and petty oppression is possible in the promotion of the salaried hands from one grade to another, there being at present a very large number of grades in each class of the establishment, and in almost all the representations recently received, it has been suggested that a time-scale of pay should be introduced. The Government of India have, therefore, decided to introduce time-scales of pay wherever possible.

14. *Readers, Revisers and Copyholders.*—The scales sanctioned for Readers, Revisers and Copyholders are as follows:—

Calcutta and Delhi Scale	Simla Scale
Rs.	Rs.
200—10—250	—
160—10—200	160—10—220
110—8—150	125—8—165
60—4—100	70—4—110
30—2—50	40—2—60

with certain special appointments above these grades.

The Head Reader and some of the senior readers in each of the presses will not be paid any overtime allowance except the special overtime after 10 hours' work on any day. The pay of these appointments has, therefore, been fixed at special rates not shown here on an estimate of the present earnings of the men on a 10-hour basis. The other readers will draw overtime after normal hours now prescribed at the rates laid down in paragraph 7 above.

15. Foremen, Section-holders and Assistant Section-holders.—The following are the scales sanctioned for Foremen, Section-holders and Assistant Section-holders:

	Calcutta and Dethi Scale.		Simla Scale.
	Rs.	Rs.	
Foremen	200—10—300	—	—
Assistant Foremen (Section-holders)	100—5—150	125—10—175	
Assistant Section-holders	40—4—80	55—3—85	

The scales sanctioned for Foremen and Section-holders are on a 10-hour basis, as these men will not in future be allowed to draw overtime excepting special overtime after 10 hours' work on any day. Assistant Section-holders will draw overtime after normal hours at the revised rates.

16. Clerical and Computing Staff.—With the exception of a few posts for men holding charge of the different sections of the offices which have been treated as special appointments at special rates of pay, the clerical and computing staff has been classified in three different grades given below:—

	Calcutta and Dethi Scale.		Average.	Simla Scale.	Average.
	Rs.	Rs.	Rs.	Rs.	Rs.
Upper	100—10—300	166-1/3	120—8—200	173-1/3	
Lower A	44—3—110	71	50—3—125	81-1/4	
Lower B	30—2-1/2—80	55	35—2-1/2—90	60-2/3	

As explained above, the clerical and computing staff will, as at present, be on the same footing regarding hours of work as clerical establishments in other offices, and will not get any overtime allowances.

17. Transfer from grade to time-scale.—In order to give the men who will thus be placed on a time-scale, some immediate increase on their present earnings, it has been decided that the ordinary rule (Article 157 of the Civil Service Regulations) should be waived, and that the present incumbents who will be transferred from graded to time-scales of pay, should be allowed to start on the time-scale at a stage which will give men drawing Rs. 70 and below an increase of 10 per cent, and men drawing from Rs. 71 to Rs. 300 an increase of 5 per cent on their present actual earnings, including war and overtime allowances.* In the case of men drawing higher salaries, except where there is any special reason for granting any increments in advance, Article 157 of the Civil Service Regulations will apply.

18. Exceptions to application of time-scale.—It has not been found possible to extend the system of time-scale of pay generally for other classes of press employees, as owing to the great variety of work performed by them, it would be necessary to adopt an inconveniently large number of scales, with efficiency bar at different stages, and the result would practically be the same as the present graded system. In the majority of cases, therefore, men, other than those belonging to the Clerical, Reading and Composing Branches, will continue on fixed salaries, but under the revised rates sanctioned for them, they will in most cases gain about 10 per cent over and above their present earnings plus their temporary allowances, in the few cases in which the men will not derive any immediate benefit, the Government of India will be prepared to consider sympathetically applications for personal allowances which are supported by the Controller of Printing.

Grant of Casual Leave

19. Salaried hands who earn overtime, will in future be eligible for casual leave.

* For the purpose of this comparison, overtime will be calculated on the understanding that the men used to work, for eight or ten hours a day, as the case may be.

Pensions and Provident Fund.

20. *Admissibility to pension.*—Under existing rules, the service of piece-workers on the temporary establishment does not count for pension in the case of men who are admitted eventually to the permanent establishment. This rule will be maintained, but the Government of India will be prepared to consider recommendations for pensions on behalf of men who have rendered 25 years' continuous and approved service, whether such service is classified as permanent or temporary.

With a view to remove one of the principal grievances of men on the temporary salaried establishment, the Government of India have also decided to transfer a large proportion of such men from the temporary to the permanent establishment. These privileges will apply only to men at present in the service.

21. *Institution of a Provident Fund.*—A Provident Fund on the general lines of the Provident Funds of State Railways will be established for all regular employees of the Government of India Presses. The rules regarding this Provident Fund will be announced later. No persons entering the service in future will be eligible for pension; and, with the exception of the day-extra men, all men who join the Government of India Presses will be required to join this Fund.

Miscellaneous Concessions.

22. *Special rates for Simla.*—The Government of India are unable to accept the proposal that house-rent allowance should be granted to the men employed in the Simla Presses. But as house-rents are high in Simla and the cost of living is somewhat greater than in the plains, they have fixed the revised rates for piece-workers as well as salaried hands at a higher level for Simla than those sanctioned for Calcutta and Delhi.

23. *Date from which sanction will take effect.*—The revised terms now sanctioned for piece-workers and salaried hands in the Government of India Presses will take effect from the date of the issue of these orders.

24. *Works Committees.*—The Government of India have had under their consideration the question of introducing a system of Works Committees composed of representatives of different classes of workers and of the supervising staff in Government Factories on the lines of those developed in England, and they have decided that a beginning in this direction should be made with the Government Presses. Committees of this sort will enable the various grades of the supervising staff to realise more fully the conditions under which the workers labour; they will enable the workers to appreciate the problems connected with the distribution of complementary tasks; they will enable all classes to understand the value of co-operation with a view of removing inequalities of hours and conditions of work, and generally should develop the form of public spirit which enables all classes to realise the importance of each individual's work in the general result.

25. To sum up, whilst the temporary allowances will be absorbed, under the new arrangements the following permanent improvements in service conditions will be secured to the different classes of employees in the Government of India Presses:—

I.—*Clerks and Computers.*—Time-scales of pay will be introduced which will give them an immediate increase on their present earnings, and will insure very considerably improved prospects for the remainder of their service.

II.—*Industrial Hands.*—(1) There will be a substantial shortening of the actual hours of labour. In future the hours will be restricted to 80 a week except in cases of emergency. At present the average hours of work are considerably in excess of this limit.

(2) A large number of men who are now employed on a temporary basis will become eligible for pension privileges, and will be allowed to count their past continuous temporary service.

(3) For all future employees of the Government of India Presses a Provident Fund will be instituted on the lines of the State Railways Provident Funds.

(4) Piece-workers among industrial hands will have the following additional benefits:—

(a) Piece rates will be raised by 40 per cent. for Calcutta and Delhi and by 50 per cent. for Simla.

(b) For overtime in excess of 8 hours, the hour class rates will be further enhanced by 25 per cent., i.e., they will be 175 per cent. of the present rates in Calcutta and Delhi and 187½ per cent. of present rates in Simla.

(c) For overtime in excess of 10 hours, the hour class rates will be 50 per cent. above the new rates i.e., they will be 210 per cent of the present rates in Calcutta and Delhi and 225 per cent of the present rates in Simla.

(d) Payment will be made for hours during which a piece-worker may be unoccupied on account of lack of work.

The average earnings of piece-work compositors in the Government of India Presses now range from Rs. 35 to Rs. 90 per mensem according to class. It is believed that as the result of rates now sanctioned, they will in general earn still higher wages in spite of a material reduction in the hours of labour.

(5) Salaried men among the industrial hands will have the following benefits:—

(a) In certain branches of the press, time-scales of pay will be introduced, insuring an immediate increase in the earnings and greatly improved prospects in the future.

(b) In branches where time-scales are not feasible, there will be better grading and improved salaries on an eight-hour basis.

(c) Except in special cases, overtime on all work in excess of 8 hours will be paid at a rate 25 per cent. above the proportional rate of salary, while overtime in excess of 10 hours will be paid at a rate 50 per cent. above the proportional rate of salary.

(d) Salaried men, who earn overtime, will be eligible for casual leave.

III.—Works Committees will be established to afford the men regular opportunities of discussing with the supervising staff inequalities and difficulties that may arise under working conditions.

26. It is hoped that the revised terms of employment explained in this Resolution will substantially improve the position of all employees in the Government of India Presses.

(3) Abolition of the single cadre of the clerical establishments of the offices of the Stationery and Printing Department located in Calcutta.

Letter No. A-431, dated the 20th March 1929, from the Government of India, Department of Industries and Labour, New Delhi, to the Controller of Printing and Stationery.

With reference to your letter No. HQ 4/245, dated the 21st January 1929, on the above subject, I am directed to say that the Government of India are pleased to withdraw the orders contained in paragraph 2 of the letter from this Department No. A-431, dated the 31st December 1924. The clerical establishments of the Central Stationery Office, the Central Forms Store, the Central Publication Branch, and the Government of India Press, Calcutta, will in future be treated as separate. Appointments and promotions in each establishment may be made by the officer in charge subject to your approval. But promotions to permanent and semi-permanent vacancies should be sanctioned after you have duly considered the claims of the men working in the different offices mentioned above on the date of these orders, i.e., a person working in a particular office in which a vacancy occurs shall not ordinarily be given preference in filling up the vacancy over those who are working in other branches and are senior to him on the date of these orders. Promotion to a higher grade or appointment will continue to be by merit only.

2. The rules regulating the appointment to the clerical staff of your offices may be amended accordingly and a copy thereof may be supplied to this Department in due course.

(4) Distributors in the Government of India Presses, Calcutta, Delhi and Simla, whose monthly earnings exceed Rs. 15 shall be classified as superior servants.

Letter No. A-31, dated 29th November 1920, from the Assistant Secretary to the Government of India, Board of Industries and Munitions, to the Controller of Printing, Stationery and Stamps.

I am directed to say that the Government of India have decided that, in modification of the classification given in Appendix 7-A of the Civil Service Regulations, distributors employed in the Government of India Presses in Calcutta, Delhi and Simla, whose monthly earnings exceed Rs. 15, shall, in future, be classified as superior servants.

(5) Transfer of certain classes of employees in the Government of India Printing Presses from inferior service to superior service.

Letter No. A-471, dated 15th September 1923, from the Officiating Under Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing, Stationery and Stamps.

With reference to the correspondence ending with your letter No. 4518-Pg., dated the 22nd August 1923, I am directed to convey the sanction of the Government of India to the classes of employees in their presses in Calcutta, Delhi and Simla, shown below, being treated as superior servants. The services of Litho-Pressmen and Proof-Pressmen employed in these presses may be classified in accordance with the general classification of Pressmen laid down in Note 2, Part II of Appendix 1-A of the Civil Service Regulations.

Collecting Sirkars,	Stereotypers.
Matrix Justifiers.	Kerned end headline type rubbers.
Vicemen.	Head Mistries.
Enginemen.	Electric Light Attendants.
Carpenters on a pay of Rs. 30 a month or over.	Blacksmiths.
Motormen.	Mould-repairers.
Stamp Counters.	Stereo-carpenters.
Hand-rulers.	Brayers.
Examiners of piece-hand rubbers.	Galley-men.
Electrotypers.	Brass rule cutters.

(6) Classification of lorry drivers employed in the Stationery and Printing Department as superior servants.

Copy of a letter No. A-471, dated the 6th December 1930, from the Assistant Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery, India.

With reference to your letter No. HQ-10/57/30, dated the 1st August 1930, I am directed to convey the sanction of the Government of India to the Lorry drivers employed in the Central Stationery and Printing Department being classified as superior servants. Necessary modification will be made in Appendix 1-A of the Civil Service Regulations when it is revised.

(7) Copy of Memorandum No. C.P.O.-15/43/30, dated the 19th August 1930, from the Controller of Printing and Stationery, India.

With the concurrence of the Government of India, Department of Industries and Labour, it is hereby declared that the posts of Assistants (Tag and Redhead) of the Government of India Press, Aligarh, which are at present classified as superior, will henceforth be classified as inferior.

(8) Letter No. A-712, dated the 18th February 1930, from the Government of India, Department of Industries and Labour, to the Controller of Printing and Stationery, India.

I am directed to refer to your letter No. C. P. O.-12/1/23, dated the 9th April 1929, in which you propose that certain members of the clerical establishment in the Presses under your control, who are eligible to overtime allowances, should be reclassified as "industrial". The men referred to perform duties which are essentially of a clerical nature and it does not appear desirable to classify them as "industrial" solely on the ground that they have mainly to work with and serve the regular industrial employees of the Press.

2. The Government of India are, however, pleased to sanction the following additions to and alterations in the lists forwarded to the Examiner of Government Press Accounts with the letters from this Department No. A-712, dated the 17th September 1928, and No. A-713, dated the 24th September 1929:—

State Press

The post of the Store Keeper (Type Store Keeper) shown under "Office Establishment" should be transferred to "Industrial, Salaried".

The Forwarding clerk should be included under "Office Establishment" and the Lorry Driver and Cleaner Driver under the head "Industrial Establishment, Salaried."

- (9) Appointments in the Government of India Press, Calcutta, the holders of which will be treated as "Salaried" and entertainment of substitutes in place of salaried men on compensation leave.

Letter No. A-469, dated 11th June 1927, from the Government of India, Department of Industries and Labour, to the Controller of Printing, Stationery and Stamps.

I am directed to refer to your letter No. C. P. O.-12-173, dated the 18th June 1926, on the above subject and to say that the Government of India confirm the acting arrangements made in December 1925 during the absence on compensation leave of Sheenath Singh, Lorry driver in the Government of India Press, Calcutta. They also approve of the list herewith attached showing the appointments in the Government of India Press, Calcutta, the holders of which will be treated as "Salaried" hands and during whose absence on compensation leave acting arrangements will be admissible in accordance with the orders contained in the Department of Commerce and Industry, letter No. 7309, dated the 26th June 1917.

2. The Government of India are unable to agree to the proposal that "Labourers" (including the litho labourer) should be classed as "Salaried" hands for this purpose.

Statement showing all the appointments in the Government of India Press, Calcutta, which should be treated as falling under the category of "salaried men".

- | | |
|---|------------------------------------|
| 1. Time-keeper and Assistant Time-keeper. | 24. Press Foreman. |
| 2. Paper Issuer. | 25. Report Writers. |
| 3. Paper Supplier. | 26. Draftsman. |
| 4. Case Foreman. | 27. Litho Pressman. |
| 5. Assistant to Case Foreman. | 28. Bindery Foreman. |
| 6. Section-holders. | 29. Bindery Assistant Foreman. |
| 7. Assistant Section-holders. | 30. Bindery Jamadar. |
| 8. Correction Checkers. | 31. Bindery Despatcher. |
| 9. Warehousemen. | 32. Paper Counters. |
| 10. Proof Pressmen including Galley and Forms Proof Pressmen. | 33. Material Supplier. |
| 11. Forme Carriers. | 34. Paste Supplier. |
| 12. Standing Forme-keeper. | 35. Hand Ruler. |
| 13. Assistant Standing Forme-keeper. | 36. Examiners. |
| 14. Type Store-keeper. | 37. Numberer. |
| 15. Type Suppliers. | 38. Finishers (Bindery Branch). |
| 16. Mono Mechanic. | 39. Mechanics (Mechanical Branch). |
| 17. Mono Operators. | 40. Carpenter. |
| 18. Mono Casters. | 41. Roller Moulder. |
| 19. Mono Melter. | 42. Lorry Driver. |
| 20. Lino Mechanic. | 43. Stereo Typer. |
| 21. Lino Operators. | 44. Finishers (Stereo Branch). |
| 22. Machine Foreman. | 45. One salaried binder. |
| 23. Machine Jamadar. | 46. Rotary Machineman. |
| | 47. Rotary Machine Inker. |
| | 48. Durwans. |

(10) Letter No. A-733, dated the 24th November 1927, from the Assistant Secretary to the Government of India, Department of Industries and Labour, to the Controller of Printing, Stationery and Stamps.

With reference to your letter No. C. P. O. 12/7/27, dated the 16th August 1927, I am directed to convey the sanction of the Government of India to the material supplier employed in the Government of India Press, Calcutta, being classified as a superior servant.

(11) Office Memo. No. 14/9/39-Public, dated the 31st July 1940, from the Home Dept.

Suvarer :—Supply of liveries to inferior servants.

With reference to the Home Department Office Memoranda No. 14/9/39-Public, dated the 9th February 1940 and 15th March 1940 on the subject noted above, the undersigned is directed to enclose a statement showing the scale of liveries to be supplied in future to inferior servants employed in the Government of India Secretariat and its attached and subordinate offices located in Simla and Delhi.

2. As regards the inferior servants in possession of liveries whose life is still to run, they may be divided into the following categories :—

(a) those who will move to Simla ;

(b) those who were migratory but will now remain in Delhi permanently ; and

(c) those who were already non-migratory.

(a) and (c) will come on to the new scale, including jersey, only when the full life of their liveries already issued expires. Those in category (b) should be in possession of one drill khaki chapkan (in addition to pyjamas, pugrees, etc. issued with warm chapkan) and they may be provided with one more khaki drill chapkan or coat, as the case may be. The office peons may also be given an additional khaki pugree. This concession also applies to whole-time sweepers.

3. Special orders in respect of liveries for inferior servants have in the past been issued on the basis of the scales mentioned in the Home Department Office Memorandum No. F. 291/24-Pub., dated the 18th December 1924, as subsequently amended. The Departments concerned should now review those special orders in consultation with the Finance Department.

Scale of liveries to be supplied to inferior servants employed in the Government of India Secretariat and its attached and subordinate offices located in Simla and Delhi.

<i>Jemadars (migratory).</i>			
Articles.		Number.	Life.
Chapkan (serge scarlet)	—	1	3 years.
Chapkan, drill khaki	—	1	3 years.
Pyjamas, drill khaki	—	2	2 years.
Pugrees, white muslin	—	2	2 years.
<i>Jemadars (non-migratory).</i>			
Chapkan (serge scarlet)	—	1	4 years.
Chapkans, drill khaki	—	2	2 years.
Pyjamas, drill khaki	—	3	2 years.
Pugrees, white muslin	—	3	2 years.
<i>Daffadars, peons, farashes and chankitars (including Durwans and Niki Watchmen)—migratory and non-migratory.</i>			
Chapkans for Daffadars and Peons and coats for others, drill khaki	—	2	1-1/2 years.

Articles.	Number	Life
Jersey, woollen	1	1 year for migratory and 2 years for non-migratory.
Pyjamas, drill khaki	2*	2 years.

Pugree—

For Daffadars and gazetted officers' peons—white muslin	2*	2 years.
For others—khaki	2*	2 years.

Daftarics and Record Writers migratory and non-migratory.

Coats, drill khaki	2	1-1/2 years.
Jersey, woollen	1	1 year for migratory and 2 years for non-migratory.
Pyjamas, drill khaki	2*	2 years.

Whole-time sweepers and bhairis.

Coats, drill khaki	2	2 years.
Jersey, woollen	1	1 year for migratory and 2 years for non-migratory.
Pyjamas, drill khaki	2	2 years.
Puggae, khaki	2	2 years.

Extra Items.

(i) Waterproof coats	1	4 years.	For jemadars, daffadars and peons in attendance on gazetted officers and for daftarics who look after officers' office tables at their private residences.
(ii) Waterproof capes	1	4 years.	For office peons and farashas.
(iii) Blankets	1	3 years.	For all whole-time inferior servants except those engaged locally in Simla or Delhi for the season only.
(iv) Umbrellas	1	2 years.	For jemadars, daffadars, peons, farashes and chaukidars and for daftarics who look after officers' office tables at their private residences.

*Note.—Non-migratory Daftarics, Daffadars and Peons will get an additional pyjama each and non-migratory Daffadars and Peons will also get an additional pugree each.

Note (1).—An allowance not exceeding Rs. 5 for jemadars and Rs. 3 for daffadars or peons in attendance on gazetted officers, may be drawn during the third year, to enable their warm liveries to be repaired or turned and cleaned, if necessary. An allowance of Rs. 3 may also be drawn for the same purpose once during the period of 3 years for other classes of men to whom warm liveries are supplied.

Note (2).—Temporary peons engaged locally in Delhi or Simla may be given one khaki drill coat, one khaki drill pyjama and one khaki pugree at a cost of Rs. 10-12 with a life of one year. The uniforms should be given up and re-issued or sold, the proceeds being credited to Government, if the temporary peon is not retained for the full period for which the uniforms have been issued. They may also be given a woollen jersey if engaged locally in Delhi during winter, and in Simla, subject to the same condition as that applicable to the main uniform.

Note (3).—Inferior servants located in Simla throughout the year will continue to get warm chapkans or coats, as the case may be, instead of woollen jerseys, as at present, subject to the cost laid down in the Schedule attached to the Home Department Office Memorandum No. F. 291/24-Public, dated the 16th December 1924 as subsequently amended.

Note (4).—The scale of liveries laid down in this statement will be subject to the cost laid down in the attached Schedule, except for those governed by Note (3) above.

Note (5).—The life of cross belts and kamarbands will be 3 years.

Note (6).—Waterproof coats instead of water proof capes may be issued to office peons and farashes if their issue will add to the efficient discharge of their duties.

SCHEDULE

Class of Uniform.	Quantity of cloth, etc. to be indented for.		Estimated cost.
	Rs. A. P.		
(1) FOR A 1ST CLASS JEMADAR.			
1. Serge Chapkan—			
(a) Scarlet serge at Rs. 9-5-0 a yard	2 yards		18 10 0
(b) Yellow serge for piping, at Rs. 3-11-0 a yard	8 inches		0 13 1½
(c) Lining at Rs. 0-8-6 a yard	5 yards		2 10 6
(d) Scarlet serge at Rs. 9-5-0 a yard, and Yellow serge at Rs. 3-11-0 a yard for kamarband	8 inches 4 inches		2 1 0 0 6 6
(e) Gold lace 1-1/2-in. wide at Rs. 1-9-0 per tola (4-1/2 yards)	14 tolas		21 14 0
(f) Katta (neck gear)	One		1 4 0
(g) Ghunti (buttons)	24		2 4 0
(h) Gold lace (feets) for kamarband 1-1/4- in. wide at Rs. 1-9-0 per tola (4-1/2 yards)	3-1/2 tolas		5 7 0
(i) Tassel	One		20 0 0
(j) Sewing chapkan			1 10 0
Cost of hooks			0 2 0
Stuffing kamarband			0 10 0
Cost of tape			0 1 0
Sewing kamarband			0 12 0
Sewing chapkan, kamarband and pugree with gold lace			2 0 0
			<u>80 9 1½</u>

SCHEDULE—contd.

Class of Uniform.	Quantity of cloth, etc. to be indented for.	Estimated cost Rs. A. P.
2. Khaki drill chapkan—		
(a) Khaki drill at Rs. 0-13-6 a yard ...	5 yards ...	4 3 6
(b) Sewing	1 4 0
Buttons	0 2 0
		<u>5 9 6</u>
3. Khaki drill pyjama—		
(a) Khaki drill at Rs. 0-13-6 a yard ...	2-1/2 yards ...	2 1 9
(b) Sewing	0 4 0
		<u>2 5 9</u>
4. Pugree—		
(a) White muslin at Rs. 0-6-0 a yard ...	8 yards ...	3 0 0
(b) Gold lace (fetta) 1-1/4-in. wide at Rs. 1-9-0 per tola ...	1 tola ...	1 9 0
		<u>4 9 0</u>

(II) FOR A 2ND CLASS JEMADAR.

1. Serge Chapkan—		
Items (a) to (d), (f) to (h) and (j) the same as for 1st class jemadar ...	As for 1st class jemadar ...	38 11 14
(e) Gold lace for chapkan 1-in. wide at Rs. 1-9-0 per tola (3-1/2 yards) ...	8 1/2 tolas ...	13 4 6
2. Khaki drill chapkan—		
As for 1st class jemadar ...	As for 1st class jemadar ...	5 9 6
3. Khaki drill pyjama—		
As for 1st class, at ...	Do. ...	2 5 9
4. Pugree—		
As for 1st class jemadar ...	Do. ...	<u>4 9 0</u>

(III) FOR A DAFFADAR.

1. Khaki drill chapkan—		
(a) Khaki drill for chapkan—same as for 1st class jemadar ...	As for 1st class jemadars ...	5 9 6

Class of Uniform.	Quantity of cloth, etc., to be indented for.		Estimated cost.	
			Rs.	P.
(b) For kamarband—				
Serge scarlet at Rs. 9-5-0 a yard	...	8 inches	...	2 1 0
Serge yellow at Rs. 3-11-0 a yard	...	4 inches	...	0 6 6
(c) For cross belt—Serge scarlet at Rs. 9-5-0 a yard				
...	...	6 inches	...	1 8 10
Serge yellow at Rs. 3-11-0 a yard	...	3 inches	...	0 4 11
Check cloth for lining and stuffing at Rs. 0-8-0 a yard	...	18 inches	...	0 4 0
(d) Sewing kamarband...				
...	0 12 0
Stuffing kamarband	0 10 0
Cost of tape	0 1 0
Sewing cross belt	0 4 0
(e) Sewing badge				
...	0 4 0
2. Woollen jersey	...	1	...	4 0 0
3. Khaki drill pyjama—				
As for 1st class jamadar	...	As for 1st class jamadar	...	2 5 9
4. Pugree—				
(a) White muslin at Rs. 0-6-0 a yard	...	8 yards	...	3 0 0
(b) Gold lace, 1-in. wide for a badge (12 inches)	...	1 tola	...	1 9 0
(IV) FOR A PEON IN ATTENDANCE ON A GAZETTED OFFICER.				
1. Khaki drill chapkan—				
As for daffadar
2. Woollen jersey—				
As for daffadar	As for daffadar	...
3. Khaki drill pyjama—				
As for daffadar	17 11 4
4. Pugree—				
White muslin at Rs. 0-6-0 a yard	...	8 yards	...	3 0 0
(V) FOR AN OFFICE PEON.				
1. Khaki drill chapkan—				
(a) Khaki drill for chapkan—same as for daffadar	As for daffadar	...
...	5 9 6
(b) For kamarband—				
Serge khaki at Rs. 3-11-0 a yard	...	8 inches	...	0 13 11
Serge blue at Rs. 3-11-0 a yard	...	4 inches	...	0 6 6
(c) For cross belt—Serge khaki at Rs. 3-11-0 a yard				
...	...	6 inches
...	...	3 inches	...	0 14 9

Class of Uniform,	Quantity of cloth etc. to be indented for.	Estimated c.M.
		Rs. A. P.
Check cloth for lining and stuffing at Rs. 0-6-0 a yard	18 inches	0 4 0
(d) Sewing kamarband		0 12 0
Stuffing kamarband		0 10 0
Cost of tape		0 1 0
Sewing cross belt		0 4 0
2. Woolen jersey—		
As for peon in attendance on a gazetted officer	As for peon in attend- ance on a gazetted officer	} 6 5 9
Khaki drill pyjama—		
As for peon in attendance on a gazetted officer	Do.	

4. Puggie khaki—

Khaki cloth at Rs. 0-7-3 a yard	6 yards	2 11 6
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(VI) FOR A FARASH AND A CHAUKIDAR.

1. Khaki drill coat—

(a) Khaki drill at Rs. 0-13-6 a yard	5 yards	4 3 6
(b) Sewing		1 4 0
Buttons		0 2 0
		<u>5 9 6</u>

2. Woolen jersey—

As for office peon	As for office peon	} 9 1 3
3. Khaki drill pyjama—	Do.	
As for office peon	Do.	
4. Puggie—	Do.	
As for office peon		

(VII) FOR A DAFTI OR A RECORD SORTER.

1. Khaki drill coat—

As for farash	As for farash	} ---
2. Woolen jersey—	Do.	
As for farash	Do.	
3. Pyjama—	Do.	
As for farash		

(VIII) FOR A WHEED-TIME SWEEPER AND BHITL.

1. Khaki drill coat—

As for farash	As for farash	} ---
2. Woolen jersey—	Do.	
As for farash	Do.	
3. Pyjama—	Do.	
As for farash	Do.	
4. Puggie—	Do.	
As for farash		

Class of Uniform.	Quantity of clothes etc. to be indented for.	Estimated cost.
(IX) EXTRA ITEMS.		
1. Waterproof coat—		Rs. A. P.
(a) Rain-proof cotton canvas at Rs. 1-4-0 a yard	5 yards	6 4 0
(b) Sewing		1 4 0
Buttons		0 2 0
		7 10 0
2. Waterproof cape—		
Details as in case of waterproof coat	As above	7 10 0
3. Blanket	1	5 13 0
4. Umbrella	1	2 13 0

Extracts from Home Department O. M. No. 149/939-Public, dated the 13th February 1941.

3 It has also been decided that in cases where the life of drill chapkan has expired but that of warm chapkan has still to run, a fresh drill chapkan should be supplied. The life of such drill chapkan to be used with warm chapkan will be one year in the case of non-migratory inferior servants and in the case of migratory persons the life should be determined under the following formula:—

$$X + \frac{3-X}{4} \text{ or } \frac{3}{4}(X + 1) \text{ years}$$

("X" is the period for which warm chapkan has been used.)

LIST OF CORRECTIONS TO THE HANDBOOK OF THE
GOVERNMENT OF INDIA PRESSES (FIFTH EDITION)

- Notes—1. This list of corrections is intended to be added at the end of the Handbook. The pages have been numbered accordingly.
2. In the case of corrections Nos 1 to 4 the number of the page containing the correction should be quoted below the rule affected.
3. Corrections Nos. 5 to 17 should be carried out in the body of the book in manuscript.

No. 1

Page 107, Chapter V, Rule 14.

Insert the following as "Administrative Instructions from the C. P. & S. I." below this rule:—

"Administrative Instructions from the C. P. & S. I.—Any irregular appointments cancelled under this rule should not disturb the rotation in force with regard to the grade concerned and the vacancies resulting from such cancellation should be filled as though no irregular appointments had occurred."

(C. P. & S. I. File No. 451140-A & F.)

No. 2

Pages 93-94.—Paragraph 104.

Delete paragraph 104 (i) and letters reproduced thereunder and insert the following:—

"(i) New Delhi and Simla.—The supply of liveries to the inferior servants of the Government of India Presses at New Delhi and Simla should be regulated according to the scales of liveries and other articles prescribed in the Government of India, Home Department, Office Memorandum No. 14.9.39-Public, dated the 31st July 1940 (reproduced in Appendix)."

(Labour Department letter No. A-242, dated the 30th May 1941—reproduced below.)

Letter No. A-242, dated the 30th May 1941, from the Department of Labour.

I am directed to say that in supersession of the orders contained in this Department's letters No. A-242, dated the 20th September 1927, 30th March 1929 and 20th April 1930 respectively, the supply of liveries, etc., to the inferior servants of the Government of India Presses, Simla and New Delhi, should be regulated in accordance with the scales laid down in the Home Department Office Memorandum No. 14.9.39-Public, dated the 31st July 1940.

No. 3

Page 25, Paragraph 18.

Insert the following as "Administrative Instructions from the C. P. & S. I." below rule 16 on this page:—

"Administrative Instructions from the C. P. & S. I.—The following procedure should be observed in regard to the test which is required to be conducted by the Manager D. C. S. under rule 12 (ii) of the above Rules:—

- (1) Not less than 12 candidates should be tested on each occasion and a minimum of six per vacancy.

- (2) The candidates should be tested in the following subjects. The maximum marks allotted and the time allowed for each subject and the qualifying marks have been indicated against each :-

Subject.	Marks.	Qualifying marks.	
		Clerks.	Typists.
(a) Dictation in English. Time allowed— $\frac{1}{2}$ hour ...	50	25	25
(ii) Handwriting. To be judged from Dictation paper...	50	25	25
(b) English—Time 1 hour ...	50	25	20

Candidates should be tested in the following :-

(i) Correcting mistakes in English, explaining the meaning of words, etc.

(ii) Drafting

(iii) English composition.

(c) Arithmetic. Time 1 hour ... 50 25

Note.—Candidates for typists vacancies should also be subjected to a typing test in which they must obtain a minimum speed of 35 words per minute.

(C. P. & S. I. Memo. No. 24/1/40-A. & F., dated the 7th June 1941.)

No. 4

Page 79, Paragraph 64.

Insert the following as a new sub-paragraph :-

"In the case of a pieceworker who is remunerated at different rates during the last 3 years of his service by fixed pay and piece rates, a statement showing the average emoluments for purposes of pension is prepared on the basis of last 72 months' earnings and attached to his pension papers by the Manager. As the statement is not susceptible of check by the Audit authorities, a certificate to the effect that the statement has been correctly prepared from the relevant original documents on record should invariably accompany the pension papers of a pieceworker."

(C. P. & S. I. Endst. No. 8/15/41-G., dated the 7th July 1941.)

No. 5

Page 212, Chapter IX—Sub-paragraph on "Work Docket System."

(a) Insert the following under "Special Instructions" in the form of work. Docket printed on this page :-

Nil.

See requisition within

(b) Insert the following as a second footnote :-

"The Receipt clerk will strike out the line which is not applicable when filling in the Docket."

(C. P. & S. I. Memo. No. 42/1/40-A. & F., dated the 19th June 1941.)

Page 16, Paragraph 11.

Put a % mark on "Caretaker and Transit Clerk" in column 1 of the statement showing the classification of establishment, etc., on this page, and insert the following as a footnote:—

"% With rent free quarters for the present incumbent."

(C. P. & S. I. File No. 2-D (85)40-A. & F.)

No. 7

Page 60, paragraph 49.

In line 3 of the last sub-paragraph of paragraph 49, read "1934" for "1939."

No. 8

Page 211—Statement of Returns.

Insert the following as a new entry in the Statement on this page:—

Sl	List of Indian State subjects appointed permanently under the Government of India.	Yearly	7th January	By all procs.	To Controller.

(C. P. & S. I. Endst. No. 24/36/41-G, dated the 24th March and 21st April 1941.)

No. 9

Page 208, paragraph 133—Statement of Returns.

Delete the existing dates in column 4 against Serial No. 15 of the Statement and insert the following:—

"15th May and 15th November."

(C. P. & S. I. No. 1/9/41-A. & F., dated the 3rd June 1941.)

No. 10

Page 208, paragraph 132—Statement of Returns, etc.

Insert an asterisk against Serial No. 15 in column 1 of the Statement and insert the following as footnote on this page:—

"*Note—As a measure of economy the List of Officers of the Department of Labour, etc., will be published annually until further orders. The return should be submitted to the Controller of Printing and Stationery, India, by the 15th November each year until further orders."

(C. P. & S. I. Endst. No. 1/9/41/A. & F., dated the 20th June 1941.)

Page 19, paragraph 14.

For item 5 in column 1 of the Statement read "Transit Clerk and Paper Issuer" for "Transit Clerk."

(C. P. & S. I. File No. 2[7]40-A. & F.)

No. 12

Page 39, paragraph 31 (2)—Government of India Forms Press, Calcutta—

Delete the fullstop after "Time Keeper and Report Writer" and add the following:—

"and Transit Clerk and Paper Issuer."

(C. P. & S. I. File No. 2[7]40-A. & F.)

No. 13

Page 43, paragraph 37—List of employees entitled to Overtime Allowance—Forms Press, Calcutta—

Insert the following as a new entry under "Office Establishment" on this page—

"Transit Clerk and Paper Issuer ... Calcutta also issues the quantity of paper required for each job, etc."

(C. P. & S. I. File No. 2[7]40-A. & F.)

No. 14

Page 3, paragraph 10—Calcutta Press—

Delete the figures "2" in column 3 against "Distributors (Piece)".

(C. P. & S. I. Memo. No. 2-D[56]40-A. & F., dated the 16th April 1941.)

No. 15

Page 8, Paragraph 10—Government of India Press, Calcutta—

For the figure "9" in column 2 against "Monocasters" read "13".

(C. P. & S. I. Memo. No. 2-D[56]40-A. & F., dated the 16th April 1941.)

No. 16

Page 344, paragraph 429—

Insert the following below the line "Printing on watermarked paper and on parchment".

"Printing the seal of the Governor General in Council on sanads."

(C. P. & S. I. File No. 24[1]40-A. & F.)

No. 17

Page 14, paragraph 12—

For the entry in column 5 against "Head Mechanic" in the statement on this page, substitute the following:—

"125—15[2]—170."

R. K. MITRA,

Controller of Printing & Stationery, India.

OFFICE OF THE CONTROLLER OF
PRINTING AND STATIONERY, INDIA.

New Delhi:

The 1st July 1941.

SECOND LIST OF CORRECTIONS TO THE HANDBOOK OF THE
GOVERNMENT OF INDIA PRESSES (FIFTH EDITION)

- Notes—1. This list of corrections is intended to be added at the end of the Handbook. The pages have been numbered accordingly.
2. In the case of corrections Nos. 20, 21, 23, 25–29 the number of the page containing the correction should be quoted below the rule affected.
3. Corrections Nos. 18, 19, 22, 24 and 30 should be carried out in the body of the book in manuscript.

No. 18

Page 14, Paragraph 12—

(i) Delete the entire entry "Randommen" from the statement on this page.

(ii) For '16' in column 2 of the statement on this page against 'Compositors' read '21'.

(C. P. & S. F. No. 2[4]41-A. & F.)

No. 19

(i) Page 16, Paragraph 13—

For the existing entries relating to 'Compositors' in the statement on this page substitute the following:—

Designations of Post.	Number.		Present rates of pay.	Revised rates of pay.
	Permanent.	Temporary.		
Compositors	4	...	Rs. 1 on 45 3 on 35	1 on 40 2 on 35 4 on 30
Compositors	4	...	30	5 on 25
Compositors	1	...	25	

(ii) Page 17, Paragraph 13.

For the existing entries relating to 'Binders' in the statement on this page substitute the following:—

Designations of post.	Number.		Present rates of pay.	Revised rates of pay.
	Permanent.	Temporary.		
			Rs.	
Binders	14	—	1 on 40	} 4 on 35 6 on 30 18 on 25
			3 on 35	
			5 on 30	
Binders	19	—	25	} 44 on 20
Binders	48	—	20	
Binders	12	—	15	

(C. P. & S. F. No. 2D[51]40—A. & F.)

No. 20

Page 32, Chapter III—

Insert the following new paragraph below paragraph 25 on this page.

"25.A. *Persons appointed on probation.*—When a person is appointed to a post on probation his probationary period should not be allowed to elapse without any further orders being issued by the appointing authority regarding his confirmation or otherwise.

(2) Probation is prescribed for a definite purpose, viz. to judge whether the capabilities, work and conduct of the person concerned are such as will enable him to discharge the duties entrusted to him efficiently and to the advantage of the office where he is employed.

(3) When, therefore, a reasonable period has been prescribed for probation in any particular case, it should be possible for the appointing authority to decide at the end of the probationary period whether the employee concerned is fit to be retained or whether he should, for reasons of unsatisfactory work, etc., be discharged forthwith.

(4) In certain cases, which will be few and far between, it may be necessary to extend the period of probation to arrive at a definite decision, but even in such cases formal orders must be issued.

(5) In view of the above, whenever a person is appointed on probation, whether against a permanent, quasi-permanent or temporary vacancy, an enquiry into his work and conduct should be made at short time before the expiry of the probationary period and a report submitted to the appointing authority for orders which should issue as soon as possible.

(6) If the appointment is against a temporary post or a post not clearly vacant, the person concerned will, provided his work and conduct have been satisfactory, continue to be employed in the erstwhile

capacity although no longer 'on probation'. In the case of persons appointed on a permanent or quasi-permanent basis confirmation will then follow in due course when a clearly permanent post becomes available for the purpose. The appointing authority's orders should be worded accordingly in such cases.

(7) The important thing to note is that in the cases referred to in the preceding sub-paragraph the employee concerned will be entitled to the protection afforded by the Civil Services (Classification, Control and Appeal) Rules or the corresponding rules for the members of the subordinate services which as a probationer he could not claim in view of the Explanation (c) below rule 49 and rule 3 of the two sets of rules cited.

(8) The omission to take action on the lines detailed above creates difficulties and is prejudicial to the interests of efficient administration. The attention of all concerned should be drawn to these instructions."

(C. P. & S. v.o. No. 2-D/31-41-A & F., dated the 29th July 1941)

No. 21

Page 52, Paragraph 43—

Insert the following as 'Administrative Instructions from the C. P. & S. India' below this paragraph:—

"Administrative Instructions from the C. P. & S. India—Sundays and closed holidays which come at the beginning or end of casual leave or which fall as intervening days within a period of casual leave, may or may not, at the discretion of the officer competent to grant the leave, be reckoned as days of casual leave.

The discretion mentioned in the preceding paragraph should be used jealously. Frequent absences in continuation of holidays, on the plea of petty illness or physical indisposition may be taken as justifying the refusal of the concession.

In all applications for casual leave the holiday or holidays preceding, following or intervening the casual leave applied for should be distinctly specified by the applicant himself, and also his temporary address if he intends to spend the leave applied for elsewhere than at his headquarters.

It shall be the duty of the head of the Section or of the officer who sanctions the leave, if the applicant is a head of a section, to see that the required information is invariably recorded in each such application."

(C. P. & S. File No. 12/1/41-A & F.)

No. 22

Page 53, Paragraph 45—

(Under revision.)

No. 23

Page 77, Paragraph 69—

Insert the following as a fresh sub-paragraph:—

"The extra payment of 25 or 50 per cent. over the ordinary rates allowed to salaried hands and pieceworkers for overtime work or for work done on closed holidays and Sundays is of the nature of compensatory allowance and is not included in emoluments defined in rule 2(1)(ii).

of the Contributory Provident Fund Rules (India). It should not, therefore, be taken into account in calculating the Government contribution admissible under Rule 10 (2) of those Rules. Payments at ordinary rates should, however, on the analogy of Note 2 to Rule 4 of Art. 487, Civil Service Regulations, be taken into account in calculating Government contributions in the case of pieceworkers but not in the case of salaried hands. The above decision should be given effect to from the accounts of 1941-42."

(C. P. & S. File No. 16/3/40-A. & F.)

No. 24

Page 79, Paragraph 73.

Add the following to rule 6 of the "Rules Relating to Fine Funds in the Government of India Presses".

"The Manager may invest a portion of the balance in the Post Office Savings Bank in suitable Government Securities with the sanction of the Controller of Printing and Stationery, India."

(C. P. & S. File No. 9/7/41-G.)

No. 25

Page 89.

Insert the following as a new paragraph below paragraph 90:—

"90-A. Confidential Reports for the more important categories of the superior staff in the press should be maintained annually in forms 'X' and 'A' (which have been allotted Nos. Press 104 and Press 105 respectively in the standard 'press' series of forms).

'Form X' is intended as a substitute for Character Rolls for Overseers in the presses and supervisory clerical officers, viz., Head Assistants, Head Clerks, Accountants, Head Computers and General Store Keepers (Store and Stationery Keeper in the Aligarh Press).

'Form A' is intended for—

- (i) Clerical establishments excluding (1) the supervisory officials mentioned in the preceding sub-paragraph (2) by juniority, 50% of clerks (including all grades on the revised rates of pay for clerks) and (3) all clerical grades below that of clerk.

NOTE 1.—When two scales exist for clerks (in the Aligarh and Simla Presses) the form should be maintained for all men in the upper scale and the lower scale dealt with as above.

NOTE 2.—The character roll for such of the clerical establishment for which the Confidential Report form will not be used should be maintained in the form used at present. In other cases, the Confidential Report will replace the Character Roll.

- (ii) Readers: down to those in the scale of Rs. 165—10—200 (Rs. 160—10—220 in the Simla Press) on the old rates of pay and all class I readers on the revised rates.

- (iii) Foremen.
- (iv) Assistant Foremen, Jemadars and Assistant Jemadars.
- (v) Section-holders and Assistant Section-holders.
- (vi) Head or Senior mechanics.
- (vii) Power Station Engineer.
- (viii) Senior Lino and Mono Operators (i.e., men with 8 years' service or more).
- (ix) Senior Compositors (i.e., men with 15 years' service or more provided that if this number exceeds 20% of the strength of the grade, reports may be maintained for only this percentage of the staff in order of seniority).
- (x) Senior Machinemen and Pressmen (i.e., men with 15 years' service or more provided that if this number exceeds 20% of the strength of the grade, reports may be maintained for only this percentage of staff in order of seniority).
- (xi) Senior Binders (i.e., men with 15 years' service or more provided that if this number exceeds 20% of the strength of the grade, reports may be maintained for only this percentage of the staff in order of seniority).

These confidential reports should be of value when making selection for appointment to selection posts or when considering cases of promotion to non-selection posts and posts carrying allowances, crossing of the efficiency bar, etc.

When the Manager is unable himself to fill entries in the confidential reports, because of the large number of employees involved and insufficient acquaintance with their work, conduct, etc., he may, in the case of junior employees, take the assistance of his junior officers or senior supervising staff (e.g., Assistant Managers and Overseers and the Accountant and Foreman in case of Forms Press, Calcutta), to enter up the reports but these must be countersigned by him and he should also state whether he has any personal knowledge of the person being reported on, adding any other remarks, as well which he may have to offer.

In having recourse to the device mentioned in the preceding subparagraph, it should be borne in mind that the reports are of a confidential nature and it should be ensured that they are at every stage treated as such. For the same reason, when the information regarding any point in the report is not directly available to the reporting officer, it should, whenever possible, be obtained from the branch or section concerned separately and transferred to the report instead of the latter being referred to that branch or section.

Particular attention should be given to item 12 of 'Form A' and item 9 of 'Form X' the remarks against which will contain, as it were, the essence of the report."

(C. P. & S. File No. 42/25/41-A. & F.)

No. 26

Page 97—

Insert the following as a new paragraph below paragraph 107:—

107-A. Periodical Inspections.—By the middle of September and March every year the Manager should send to the Controller of Printing and Stationery, India, a detailed note of inspection of the press he holds

charge of. The inspection should be carried out by departments within an establishment. Special attention should be paid to the rules in the Handbook. The attendance of clerks, their work card and standard of output, the list of registers kept in a particular department, the state in which the registers were found, the state of arrears in the office and its general condition, the condition of the premises and the furniture and the like should all be looked into and noted upon. Other matters which require attention will be the distribution of work both as regards officers and clerks, recruitment of minority communities, prevention of cliques in offices and tidiness and method. A good head of an office will be constantly inspecting one branch or other of his office and if this duty is systematically undertaken, one department after another being gone into in turn, there is the less need for repeated overturning of the office as a whole to the detriment of current work.

An inspection gives opportunity for representation and explanation of difficulties and for discussion of questions of importance. This opportunity should be fully utilised by the head of the office in explaining difficulties felt by his clerks and by the Controller in explaining matters on which his instructions may be required and especially in introducing better practice and standards of other offices into offices where practices and standards may be defective.

A good inspecting officer will not only find fault but will indicate the remedy. It should be the aim of an inspecting officer, as far as possible, to set right then and there anything which he finds wrong and not to originate a correspondence. One of the principal objects of inspection should in fact be to prevent the necessity of correspondence.

An inspection book should be kept at each press. The important points noted by the inspecting officer should be abstracted in this register. The remarks of the Controller should be entered in separate paragraphs in this register upon each inspection. All such inspection remarks should be recorded on half-margin, the other half of the page being reserved for the officer in charge to record briefly the measures taken to carry out the orders passed.

The clerical head of each press should keep a note book alphabetically in which are noted reference to important orders and precedents relating to his establishment."

(C. P. & S. u. o. No. 42[38]41-A. & F., dated the 13th September 1941.)

No. 27

Page 100, Paragraph 106—

For the first paragraph of the 'Note' below instruction 3 on this page substitute—

"The 'regular temporary establishment' referred to above consists of the temporary posts sanctioned by Government (or the Controller) in the presses for a period of not less than three years with the object of bringing about a more or less permanent increase in the strength of certain grades, as distinct from temporary appointments that are sanctioned for comparatively shorter periods to cope with specified work or increase in work of a temporary character. Thus all the superior temporary posts sanctioned by the Government of India, Department of

Labour, in their letter No. A-431, dated the 8th August 1941, for a period of three years with effect from the 1st March 1941 in the various Government of India Presses should be regarded as borne on the 'regular temporary establishment' "

(C. P. & S. File No. 453/34-A. & F.)

No. 28

Page 166—

Insert the following letter below paragraph "1-Operatives (A—Direct payments to workmen)" —

"Letter from the A. G. C. R. No. O. A-1-8-KW-228, 367, dated the 2nd September 1941.

I have the honour to state that the procedure of allocation of indirect charges of Hand composition to Line and Mono Sections on account of correction work done by Hand Compositors was not uniform in all the Government of India Presses.

2. The question of allocation of these charges was under my consideration for some time past and it has now been decided with the concurrence of the Controller of Printing and Stationery that in future while preparing the annual accounts of the Government of India Presses the proportionate indirect charges of hand compositors should also be transferred from the hand composition to Line and Mono Section along with direct charges.

3. As the annual reports are at present under compilation it seems desirable that the instruction may be followed while preparing the accounts of 1940-41."

(C. P. & S. File No. 2314/39-A. & F.)

No. 29

Page 168—

Substitute the following for paragraph 7 of the "Instructions for the compilation of forms for statement 1" —

"7. Reading.—The cost of the Reading Branch must be distributed over Hand, Line and Mono in proportion to the direct payments in those sections. [Forms A-8, A-9, A-21, A-21-a, A-22 and A-22-a.]"

(A. G. C. R. order No. O.A-1-16-S-71, dated 2nd September 1941—C. P. & S. File No. 352/41-A. & F.)

No. 30

Page 211—Statement of Returns—

Insert an asterisk on Serial No. 68 in column 1 of the statement and insert the following as footnote on this page:—

As a measure of economy, 'Nil' statement need not be submitted.

(C. P. & S. Memo. No. 39/9/41 A. & F. dated the 8th December 1941.)

NEW DELHI;
The 1st January 1942.

R. K. MITRA,
Controller of Printing and
Stationery, India.

**THIRD LIST OF CORRECTIONS TO THE HANDBOOK OF THE
GOVERNMENT OF INDIA PRESSES (FIFTH EDITION)**

- NOTES.**—1. This list of corrections is intended to be added at the end of the Handbook. The pages have been numbered accordingly.
2. In the case of corrections Nos. 35—45, 47—61 and 63—64 the number of the page containing the correction should be quoted below the rule affected.
3. Corrections Nos. 31—34, 46, 62 and 65 should be carried out in the body of the book in manuscript.

No. 31.

Page 7, paragraph 10—

- (i) For "44" in column 2 of the statement on this page against 'clerks' read "43".
- (ii) Delete the words in brackets "including 11 temporary" against 'Readers' in column 5 of the statement on this page.

No. 32.

Page 10, paragraph 11—

- (i) For "17" in column 2 of the statement on this page against 'Clerks (lower scale)' read "16".
- (ii) Delete the words "including 4 temporary" against 'Readers' in column 5 of the statement on this page.

No. 33.

Page 11, paragraph 11—

Delete the mark '§' against 'Binders' and 'Warehousemen' in column 1 of the statement on this page and delete the footnote against this mark at the bottom of the page.

No. 34.

Page 13, paragraph 12—

For "6" in column 2 of the statement on this page against 'Clerks' read "5".

No. 35.

Page 30, paragraph 20 (ii) A (6)—

Substitute the existing paragraph 20 (ii) A (6) by the following:—

"Qualified readers and copyholders will be appointed or promoted as readers according to seniority and not according to position in the examination or the date of passing it: provided that a reviser or copyholder, who, having been permitted to appear in the examination for the third time as a special case under rule (4), qualifies, will, irrespective of his seniority, not be appointed or promoted as a reader before those who qualified in an earlier examination". (47/3/41-A. & F.)

Page 30, paragraph 30(c)—

For the existing paragraph 30(c) on this page substitute the following:—

"Penalties for late attendance.—Unexcused lates may result in entries in the Conduct Roll of an employee at the discretion of the Manager and such entries will *inter alia* be taken into account when considering the question of grant to him of increments, promotion, etc., or of imposing a penalty on him for any breaches of discipline."

One day's casual leave, if admissible, will also be forfeited for every 4 unexcused lates. In the case of salaried industrial hands, where no casual leave is due, a deduction for absence will be made from wages under section 9 of the Payment of Wages Act, 1936, as follows:—

<i>Extent of lateness</i>	<i>Period for which deduction for absence will be made from wages.</i>
(a) Late by less than 15 minutes	No deduction.
(b) Late by not less than 15 minutes but less than 30 minutes	15 minutes.
(c) Late by not less than 30 minutes but less than 45 minutes	30 minutes.
(d) Late for 45 minutes or more	Actual period absence.

(42)38(32-A. & F)

No. 37.

Page 51, paragraph 41—

Insert the following at the end of this page:—

"Copy of letter No. A332 dated the 17th February 1942, from the Government of India, Department of Labour.

I am directed to say that the Government of India have decided that in the case of salaried employees of the Government of India Presses who are members of the Auxiliary Force (India)—

(i) the actual time spent in parades, and

(ii) the number of days actually spent in annual training camps.

should be treated as duty and be paid for at their normal rates. They have also decided that the time spent under (i) above by piece-workers of the presses who are members of the Auxiliary Force (India) should similarly be treated as 'duty' and paid for at class rates for the period involved. They, however, regret their inability to agree to the period spent by piece-workers under (ii) above being treated as 'duty' as such workers are altogether absent from the Press during the annual training camps and during which period they are entitled to the scheduled rates of pay and bonus in accordance with the regulations for the Auxiliary Force, India.

2. I am also to say that such portion of the normal working hours as is spent by a press employee, whether salaried or in piece, under clause (i) of paragraph I above, which is treated as 'duty', should not be required to be made good under paragraph 34 of the Press Handbook (revised edition), if an employee is required to work overtime on that particular day". (31/11/41-A & F).

No. 28.

Page 53, paragraph 44—

Substitute the following for Resolution No. F. 119-R.I./28, dated the 6th September 1928, from the Government of India, Finance Department, on this page:—

"Resolution No. F. 7 (3)-R.I./42, dated the 12th February 1942, from the Government of India, Finance Department.

In exercise of the powers conferred by clause (a) of sub-section (2) of section 241 of the Government of India Act, 1935, and in supersession of the rules published with the Resolution of the Government of India in the Finance Department, No. F. 119-R.I./28, dated the 6th September 1928, the Governor-General-in-Council is pleased to make the rules in Annexures I and II hereto appended to regulate the leave respectively of permanent salaried industrial employees below the grade of Overseer who entered Government service during the period 5th September 1928 to 15th July 1931, and of permanent piece-workers who entered Government service prior to 15th July 1931, in the Government of India Presses.

These rules apply only to Government servants whose service is classed as Superior under Article 396, Civil Service Regulations.

ANNEXURE I.

LEAVE RULES APPLICABLE TO PERMANENT SALARIED INDUSTRIAL EMPLOYEES IN THE GOVERNMENT OF INDIA PASSES, BELOW THE GRADE OF OVERSEER, WHO ENTERED GOVERNMENT SERVICE DURING THE PERIOD 5TH SEPTEMBER 1928 TO 15TH JULY 1931, AND WHO ARE NOT CLASSED AS 'INDIAN'.

1. (a) Leave on average pay will be earned at the rate of one month's leave for every complete period of eleven months' duty, and as regards incomplete periods, one day's leave for every eleven days' duty:

Provided that no such leave can be earned by any employee who has four months' leave on average pay to his credit.

Note.—Duty rendered during the period of continuous service prior to confirmation will count for leave under this sub-rule, the leave taken on each occasion during that service being deducted from the leave earned in respect of duty rendered prior to such occasion.

(b) In the case of a permanent industrial employee transferred from the piece to the salaried establishment, the account of his leave on average pay shall commence with a credit or debit, as the case may be, equal to the difference between—

(i) such fraction of the leave admissible to him under sub-rule (a) of rule 1 in Annexure II for the calendar year in which the transfer takes place as is equal to the proportion which the portion of the year preceding the date of transfer bears to the whole year, and

(ii) any leave already taken by him out of the leave admissible;

Provided that the said credit shall not be taken into account in calculating the four months' leave on average pay specified in sub-rule (a).

(c) When the total period of leave on average pay standing to the credit of an employee under sub-rules (a) and (b) is more than four months, the maximum amount of leave on average pay that may be granted to him at any one time shall not exceed four months. In the case of an employee whose account of leave on average pay commences with a debit, no leave on average pay shall be granted until the expiry of a fresh period spent on duty sufficient to earn such credit as will permit of the leave to be granted after cancelling the debit.

2. On the production of a medical certificate, to the leave due under the preceding rule, there may be added, subject to rule 4, leave on half average pay up to three months, and a further extension of leave on half average pay not exceeding three months may be granted on the production of a fresh medical certificate granted by the officer in chief medical charge of the district in which the employee is residing.

3. Leave without pay may be granted when no other leave is admissible.

4. The total amount of leave on medical certificate admissible to any employee during his service on the salaried establishment shall not exceed two years. In the case of a permanent industrial employee transferred from the piece to the salaried establishment, the leave on medical certificate, if any, at his credit under rule 3 in Annexure II on the date of transfer shall automatically lapse and no account shall be taken of the leave on medical certificate already enjoyed by him as a piece-worker prior to his transfer to the salaried establishment.

5. Injury leave at half pay rates may be granted to a permanent salaried industrial employee below the grade of Overseer, who is injured in circumstances which would have given rise to a claim for compensation under the Workmen's Compensation Act, 1923 (VIII of 1923), if he had been a workman as defined therein, whether or not proviso (a) to sub-section (1) of section 3 of that Act is applicable. Such leave shall not be deemed to be leave on medical certificate for the purposes of rule 4. It shall be granted from the commencement of disablement for so long as is necessary, subject to a limit of two years for any one disability and a limit of five years during an employee's total service, including service, if any, on the piece establishment. Leave granted under rule 5 of Annexure II shall be taken into account in applying these limits. The salary payable in respect of a period of leave granted under this rule shall, in the case of an employee to whom the provisions of the Workmen's Compensation Act, 1923 (VIII of 1923), apply, be reduced by the amount of compensation paid under clause D of sub-section (1) of section 4 of that Act.

ANNEXURE II.

LEAVE RULES APPLICABLE TO PERMANENT PIECE-WORKERS EMPLOYED IN THE GOVERNMENT OF INDIA PROVINCES WHO ENTERED GOVERNMENT SERVICE PRIOR TO 16th JULY 1931 AND WHO ARE NOT CLASSED AS 'INFERIOR'.

1. (a) Leave on average pay will be granted to piece-workers according to their service as shown below:—

Length of Service	Leave admissible.
Less than 10 years	14 days in each calendar year.
10 years but less than 15 years	21 days in each calendar year.
15 years and above	31 days in each calendar year.

A permanent industrial employee transferred from the salaried to the piece establishment will be granted in the calendar year in which the transfer takes place such amount of leave as will bear to the appropriate period of leave specified in the second column of the table above the same ratio as the portion of the year beginning with the date of transfer bears to the whole year.

NOTE.—In calculating the length of service, the period of continuous temporary service rendered by a piece-worker up to the date of his being brought on to the permanent establishment, continuous inferior service rendered up to the date of his promotion to superior service as well as continuous service (temporary and permanent) on the salaried establishment shall be taken into account.

(b) The leave admissible under sub-rule (a) will be non-cumulative, i.e., any leave not taken during the year will lapse without any monetary compensation. In the case of a permanent industrial employee transferred from the salaried to the piece establishment the account of his leave on average pay shall commence with a credit equal to any balance of leave on average pay standing to his credit on the date of his transfer under rule 1 in Annexure I. The leave so credited may be taken by him at any time during his service in the piece establishment either alone or in combination with the leave admissible under sub-rule (a), and in the latter case the maximum amount of combined leave that may be granted at any one time shall not exceed four months.

(c) Gazetted holidays actually enjoyed may, at the option of the piece-worker, be counted against any leave admissible to him under sub-rule (a) or (b), and if so counted, will be paid for.

(d) The grant of leave under these rules cannot be claimed as of right, and can be refused by Managers of Presses on administrative grounds. It may also be withheld from piece-workers who have been irregular in attendance.

2. Leave on medical certificate on half average pay will be earned at the rate of one month's leave for every complete period of eleven months' duty, and as regards incomplete periods one day's leave for every eleven days' duty. It will be cumulative and will be granted only when no average pay leave is admissible. In the case of a permanent industrial employee transferred from the salaried to the piece establishment, no account shall be taken of the leave on medical certificate already enjoyed under rule 4 in Annexure I prior to his transfer to the piece establishment.

3. Leave without pay may be granted when no other leave is admissible.

4. No continuous period of leave with pay shall exceed one year; any extension over one year shall be leave without pay.

5. Injury leave at half pay rates may be granted to a piece-worker who is injured in circumstances which would have given rise to a claim for compensation under the Workmen's Compensation Act, 1923 (VIII of 1923), if he had been a workman as defined therein, whether or not proviso (a) to sub-section (1) of section 3 of that Act is applicable. Such leave shall not be deemed to be leave on medical certificate for the purposes of rules 2 and 4. It shall be granted from the commencement of disablement for so long as is necessary, subject to a limit of two years for any one disability and a limit of five years during a piece-worker's total service, including service, if any, on the salaried establishment. Leave granted under rule 5 in Annexure I shall be taken into account in applying

these limits. The salary payable in respect of a period of leave granted under this rule shall, in the case of a piece-worker to whom the provisions of the Workmen's Compensation Act, 1923 (VIII of 1923), apply, be reduced by the amount of compensation paid under clause D of sub-section (1) of section 4 of that Act.

4. Pay or average pay means remuneration at class rates at the time of taking leave.

Note.—For the purpose of determining the classification of service of a piece-worker who may be in superior service in one month and in inferior service in another month on account of fluctuations in his earnings, the monthly emoluments shall be taken as equivalent to two hundred times his hourly class rate." (18/140-A. & F.).

No. 39.

Page 68, paragraph 59—

Insert the following as a new para. below paragraph 59 on this page:—

"59-A. Deductions from the pay of Lino and Mono operators on account of less outturn for the purpose of leave salary, pension, etc.—With effect from the 1st January 1942, deductions from pay for less outturn of work by the Lino and Mono operators in the Government of India Presses should be taken into account in calculating their 'pay' or 'emoluments' for the purpose of determining leave salary, winter allowance, pension or the amount of subscription and Government contribution in the case of those who subscribe to the Contributory Provident Fund (India)." (16/141-A. & F.).

No. 40.

Page 76, paragraph 61—

Insert the following as a fresh sub-paragraph before the sub-paragraph inserted by correction No. 4:—

"With effect from the 1st January 1942, deductions from pay for less outturn of work by the Lino and Mono operators in the Government of India Presses should be taken into account in calculating their 'pay' or 'emoluments' for the purpose of determining pension.

2. The calculation of average emoluments of Lino and Mono operators in the Government of India Presses for pension, prior to 1st January 1942, may be made in accordance with the practice hitherto obtaining in the different presses." (15/141-A. & F.).

No. 41.

Page 77, paragraph 69—

Insert the following as a new sub-paragraph before the new sub-paragraph introduced in correction No. 23:—

"With effect from the 1st January 1942, deduction from pay for less outturn of work by the Lino and Mono operators of the Government of India Presses should be taken into account in

calculating their 'pay' or 'emoluments' for the purpose of determining the amount of subscription and Government contribution to the Contributory Provident Fund (India)." (16[1] 41-A & F).

No. 42.

Page 89, paragraph 90—

Remember the existing paragraph 90-A (vide correction slip No. 25) as 90-B and insert the following as a new paragraph below paragraph 90:—

90-A. Conduct Rolls.—Conduct Rolls should be maintained for all industrial staff, both superior and inferior, other than those whose employment is expected to last for less than 4 months. They will be kept as the leaves of a loose-leaf book called the Conduct Roll Book which will remain either with the Manager or with the Head Assistant or Head Clerk of the press. Separate leaves in the book will be allotted to the different employees arranged according to the branches, classes or grades of appointment, etc., preferably in the gradation-list order.

When an employee commits a minor offence or breach of discipline for which no proceedings are drawn up against him under the rules providing *inter alia* for the discipline of members of subordinate services (vide para. 77 of this Handbook), an entry will be made in the conduct roll at the discretion of the Manager. Each conduct roll will have for this purpose provision for necessary entries as shown in the form at the end of this paragraph.

Entries in conduct rolls need not be made by the Manager himself. In the course of his work, as laches on the part of his industrial staff come to his notice and he is satisfied on considering his explanation that he is guilty, he may while recording a note of warning, etc., order that an entry should be made in the conduct roll. The Head Assistant or Head Clerk will copy out those orders in the relevant column of the conduct roll, complete the other particulars and put it up to the Manager for signature after which he will show the entry to the employee concerned obtaining his initials against it. Any representation by the employee against such an entry must be made in writing to the Manager within a week of his having seen it after which no such request will be considered.

Conduct rolls should be taken into account when considering the question of grant of increments, promotion, etc. In the case of habitual offenders, as shown by their conduct rolls, disciplinary action, e.g., temporary or permanent reduction in grade or pay, or withholding of increment, may be taken in accordance with the rules when considered necessary.

Entries in the conduct roll may be cancelled by the Manager at his discretion for particularly good work and conduct. Consistent good work and conduct for a period of one year will entitle an employee to have all adverse remarks previously recorded in his conduct roll rescinded.

CONDUCT ROLL FORM.

Conduct roll of
Designation
Ticket No.

Date on which offence was committed.	Nature of offence.	Manager's orders.	Initials of with date.

(42/38139-A. & F.)

No. 43.

Page 63, paragraph 54(b)—

Substitute the following for the existing paragraph 54(b) :—

" (c) If a piece-worker, to an entry in the conduct roll. (Leave previously applied for may be granted to piece-workers by the Assistant Manager)." (42:38:39-A. & F.).

No. 44.

Page 78, paragraph 72—

Substitute the following :—

"72. *Fines and Deductions.*—Fines have been abolished as a punishment in the Government of India Presses consequent on the introduction of a system of Conduct Rolls (vide para. 90-A of this Handbook). Other deductions may be imposed by the Manager on the industrial staff in accordance with the provisions of the Handbook and of the Payment of Wages Act, 1936, and the Rules made thereunder" (42:38:39-A. & F.).

No. 45.

Page 78, paragraph 73—

Substitute the following :—

"73. *Fine Fund.*—The Fine Fund consisting of the fines realised from the workmen prior to the abolition of fines will continue to be administered as in the past so long as the assets thereof permit of this. The accounts should be submitted to the Controller of Printing and Stationery, India, half-yearly (see Rule 7 of the Fine Funds) showing :—

	Rs.		Rs.
Opening Balance	...	Expenditure (i)	...
Receipt from	...	Expenditure (ii)	...
Interest	...	Expenditure (iii)	...
		Closing Balance	...
	Total		Total

(42:38:39-A. & F.).

No. 46.

Page 79, paragraph 74—

Cancelled.

Page 259, paragraph 173—

Substitute the following for the first sentence:—

"Compositors are liable to an entry in their conduct rolls for omission to carry out the corrections marked on their proofs".

No. 48.

Page 259, paragraph 174—

For the word "fine" in the fifth line of this para., read "a conduct roll entry".

No. 49.

Page 265, paragraph 193—

For the words "fine of annas two in each case" at the end of this paragraph, read "conduct roll entry".

No. 50.

Page 266, paragraph 201—

Substitute the words "liable to a conduct roll entry" for "fined" at the end of this paragraph.

No. 51.

Page 266, paragraph 202—

Substitute "a conduct roll entry or" for "be fined (where permissible) or punished by" in the penultimate line of this paragraph.

No. 52.

Page 269, paragraph 211—

For "be punishable by fine and/or by" in the third line of the paragraph relating to 'Care and Condition of Machines' read "render them liable to a conduct roll entry or".

No. 53.

Page 270, paragraph 211—

(i) For "fines and" in the fifth sub-para. from the top of this page, read "a conduct roll entry".

(ii) For the eighth sub-para. from the top of this page substitute the following:—

"Operators failing to report breakages, losses, etc., as they occur, will be liable to a conduct roll entry or disciplinary action".

No. 51.

Pages 274-275, paragraph 221—Care and Condition of Machines—
Operat —

(i) For "punishable by fine and;" in the second sentence of sub-para. 1, read "render them liable to a conduct roll entry".

(ii) For "fines and;" in the third line of second sub-para., read "a conduct roll entry".

(iii) For "fined (where permissible) or punished by" in the fourth sub-para. read "liable to a conduct roll entry or".

(iv) For "punishable by fines and/or by" in the fourth and fifth lines of the sub-para. relating to "Monotype caster attendants", read "liable to a conduct roll entry or".

(v) Delete the footnote on this page.

No. 55.

Page 275, paragraph 221—

(i) For the words "pay a fine" at the end of the twelfth sub-para. from the top, read "a conduct roll entry".

(ii) For "fines and;" occurring in the thirteenth sub-para. from the top, read "a conduct roll entry".

(iii) For "fined (where permissible) or punished by" in the fifteenth sub-para. from the top, read "liable to a conduct roll entry or".

No. 56.

Page 278, paragraph 229—

For the clause "Distributors will be fined for careless distribution", read "Distributors found guilty of careless distribution will be liable to a conduct roll entry".

No. 57.

Page 301, paragraph 265—

For the last sentence substitute the following:—

"If the article issued previously, or what remains of it, cannot be produced the person to whom it was entrusted will be liable to a conduct roll entry or disciplinary action".

No. 58.

Page 301, paragraph 265—

For the words "fine of one anna in each case" at the end of the penultimate sentence of this paragraph, substitute "conduct roll entry".

No. 59.

Page 304, paragraph 274—

For the words "fine of 3 pies for every copy reprinted to make up the shortage" at the end of second sentence, substitute "conduct roll entry".

Page 306, paragraph 277—

For the words "fine" and "will be fined" at the end of the first and second sentences of the second sub-para. under 'Class D', read "conduct roll entry" and "will also be liable to a conduct roll entry or disciplinary action", respectively.

No. 61.

Page 306, paragraph 277—*Special Instructions for Machinemen*—

(i) For "fines and" in the penultimate sentence of the sub-para. relating to 'care of rollers', read "a conduct roll entry".

(ii) For the words "fine of 6 pias for every defective sheet which has to be reprinted" in the last sentence of this sub-para. relating to 'Quality of printing', read "conduct roll entry".

(iii) For the words "will be punishable by fines and" in the second sentence of the sub-para. relating to "Conditions of machines", read "will render them liable to a conduct roll entry".

(iv) For the words "fines and" in the last sentence in the sub-para. relating to "Adjusting machines", read "a conduct roll entry".

No. 62.

Page 111, paragraph 108 (Anserure)—

For the existing item 12 of 'Grades ordinarily filled by direct recruitment' under 'Government of India Press, Simla', substitute the following—

"12. Forme and Galley Proof Pressmen, Motor Attendant and Roller Moulder".

No. 63.

Page 113, paragraph 110—

Insert the following below paragraph 110 on this page:—

"110-A. Recovery of rent from rent free tenants for occupation of Government residences while on leave.—The Government of India have decided that a superior Government servant who is in occupation of residential accommodation in charge of the Central Public Works Department and is entitled to the concession of rent free accommodation, will be permitted to enjoy the concession, while on leave for a period not exceeding one month, provided that he remains in occupation of the residence allotted to him throughout that period and that the officer officiating in his post, if any, does not require that or any other residence which would involve further expenditure to Government.

(2) Under similar circumstances an inferior Government servant will be permitted to enjoy the concession while on leave for a period not exceeding four months, provided that he or his family remains in occupation of the residence allotted to him throughout that period." (Government of India, Department of Labour, letter No. B-39, dated the 27th October 1941 and 27th April 1942 in file No. 7/143-A. & F.).

Page 121, Paragraph 112—

Insert the following in sub-para. 2 (1) of this paragraph immediately below the head '(b) Orthodox':—

"Class B. . . . For officers receiving emoluments over Rs. 350 but not more than Rs. 499 per mensem."

No. 65.

Page 118, Paragraph 13—

For the existing entries relating to 'Jamadar', 'Peons' and 'Farash' in the statement on this page substitute the following:—

Designation of post.	Number.		Present rates of pay.	Revised rates of pay.
	Permanent.	Temporary.		
			Rs.	Rs.
Jamadar	1	—	20	18-1/3-20
Peons	2	—	13-1/5-18	13-1/5-17
Peons	4	—	13-1/5-18	11-1/5-15
Farash	1	—	13-1/5-18	11-1/5-15

FIFTH LIST OF CORRECTIONS TO THE HANDBOOK OF THE
GOVERNMENT OF INDIA PRESSES (FIFTH EDITION)

NO. 3.—1. The list of corrections is intended to be added at the end of the Handbook. The pages have been numbered accordingly.

2. In the case of correction Nos. 72, 73, 74 and 76 the number of the page containing the correction should be quoted below the rule affected.

3. Correction Nos. 69, 70, 71, 75, 77 and 78 should be carried out in the body of the book in manuscript.

No. 69.

Page 8, para. 10—

For '9' in column 2 on this page against the entry 'Mono casters' read '10'.

No. 70.

Page 16, paragraph 13—

Insert "250—25—550" *** in column 4, "Present Rates of Pay", of the statement on this page against "Overseer" and insert the following as footnote on this page.

*** *vide* Labour Department letter No. A4E, dated the 4th May 1943.

No. 71.

Page 40, paragraph 32—

Delete the words "and Readers" against the entry "Government of India Printing Press, Aligarh". Also insert the word "and" for the comma between the words "Foreman (Bindery)" and "Foreman (Stereo typing)".

No. 72.

Page 123, paragraph 112—*Allotment Orders for the New Delhi Press quarters*—

For the existing rule 8(2) on this page substitute the following:—

"To officers in order of seniority who hold liens acquired by them under paragraph 6(1) and who desire on due date the transfer of the liens (such transfer to be allowed during first six months, i.e., from 1st January to 30th June each year)".

No. 73.

Page 125, paragraph 112—*Allotment Orders for the New Delhi Press quarters*—

Substitute the following for the existing second proviso to rule 8(2):—

"Provided further that any officer mentioned in clause (a) of sub-paragraph (1) shall be considered only for the allotment of residences for which he has expressed a preference and that no allotment shall be made under this sub-paragraph to any such officer after 30th June".

Pages 182—184, paragraph 125—

For the existing entries under the Rules for the Depreciation Fund in Government Presses, from the Preamble to the end of the Note to Rule 3, substitute the following:—

125. Preamble.—The object of a depreciation Fund is to provide a reserve sufficient to meet as required the cost of the renewal and replacement of plant, machinery and furniture in order that the press may be kept automatically in an efficient working condition. Depreciation represents the value of the capital cost of machinery, etc., which has been used in producing the outturn of the Press. The fund will accordingly contain an amount of money sufficient to replace the capital consumed by normal wear and tear. The cost of petty repairs will not be met out of the Fund, as such expenditure should normally be debited to running expenses, nor will the fund be applied to extension of the plant and machinery. All other renewals and replacements except in cases specifically exempted in this respect, will be met exclusively out of the Fund. Expenditure in excess of the amount at the credit of the Fund is prohibited.

Principle of debiting repairs to the Depreciation Fund

All repairs should ordinarily be treated as working expenses and debited directly to the sections of the press concerned—the cost of replacing the spare parts in the course of repairs, however, being met from the Depreciation Fund if they happen to be articles which by themselves earn depreciation at a specified rate. If, however, the repairs are considered to be in the nature of "renewal" or the cost involved is heavy the expenditure should be met from the Depreciation Fund with the prior approval of the Controller. (C. P. & S. Memo. No. 35/6.36-A, & F, dated the 11th December 1938).

- * (1) The annual receipts of the Fund shall consist of—
- (a) the amount of depreciation calculated on the value of the plant, machinery and furniture on the books at the beginning of each year;
 - (b) the book value of plant, machinery and furniture written off and removed from the register of dead stock up to the end of October of the year;
 - (c) the amount received by transfer from the Depreciation Fund of another press on account of the transfer of plant and machinery (excluding type) the original value of which is over Rs. 1,000.

Note 1.—Depreciation shall be calculated on depreciated value as prescribed in the rules for costing in Government presses by which the rate of depreciation is also governed.

Note 2.—Depreciation is not calculated on the value of such stationery stores or office appliances, the cost of which is not met from the Press budget allotment.

Note 3.—In the case of an asset which is sold or abandoned and is not required to be replaced at all, the total amount of depreciation provided in respect of that asset shall be credited to revenue, the book value of the asset being written off the capital account of plant and machinery, etc.

*See also E. G. P. A.'s letters Nos. 378/55/28 and 1204-55-29, dated the 1st August 1929 and 23rd March 1929, and the Government of India, Department of Labour letter No. A-463, dated the 13th April 1943, reproduced at the end of this section.

Depreciation not charged on Plant and Machinery in Stock

With reference to your letter No. 1776-G., dated the 26th August 1935, I have the honour to state that in the Government of India Presses no depreciation is calculated on new plant or machinery before it is actually taken into use, i.e., while it is held in stock. Depreciation is, however, calculated on plant and machinery which have been once taken into use and later on, for some reason or other, kept idle temporarily. (Letter No. 3515/35-A, & F., dated the 4th September 1935, from the C. P. & S. I., to the Superintendent, Government Printing, Punjab).

* (2) The Fund shall be treated as a deposit in the Government accounts and receipts due to the Fund shall be credited immediately prior to the closing of the accounts of each financial year on the basis of the actual amount of depreciation worked out during the year in accordance with Rule (1).

NOTE.—It is necessary that the amount of depreciation worked out in the books of the press of one year should agree with the amounts that will be charged to the accounts head "Provision for Depreciation" in the accounts of the same year in the books of the Accountant-General concerned. In order that this may be done the total amount to be credited to the depreciation fund, viz.,

- (1) the amount of depreciation calculated on the depreciated value of all plant, machinery and furniture borne on the register of Dead Stock at the beginning of each year
- (2) the book value of plant, machinery and furniture written off during the year and removed from the register of Dead Stock, should be worked out and intimated to the Accountant-General concerned before 1st of July of the following year to enable that officer to carry out the necessary adjustment on his books before closing the accounts of the year concerned.

(3) Budget provision must be made for the amount to be transferred to the Fund.

NOTE.—Although it is not possible to estimate beforehand the exact amount that will have to be transferred to the fund, the provision should, however, be sufficiently approximate and based on the actuals of the previous year. The actual amount to be transferred to the depreciation fund will be debited to the Accountant-General concerned against the budget provision. It is, therefore, necessary that the budget provision should be as accurate as possible because it will be impossible to surrender any balance if the budget is for a larger amount, or to obtain additional funds if it is for a smaller amount, as the necessary adjustment will be made after the close of the official year. In order to guard against any deficiency in or excess over the budget provision already made, and to provide for additional grants or surrender excesses in time before the close of the year, the position should be reviewed during November of each year with reference to the actual transactions of the year, viz. :—

- (1) the actual amount of depreciation that will have been worked out in the register of Dead Stock in accordance with rule 1(a),
- (2) the book value of the articles that will have been written off and removed from the register of Dead Stock in accordance with rule 1(b),

and it should be ascertained whether the budget provision will have to be added to or reduced, and that necessary steps be taken to obtain additional provision or surrender funds, as the case may be. Depreciation on the plant, machinery and furniture added to the stock during the year and the book value of the articles removed from the register of Dead Stock after the end of October will be credited to the fund during the following year.

*See also E. G. P. A.'s letters Nos. 376/55/25 and 1304-55-26, dated the 1st August 1928 and 23rd March 1929, and the Government of India, Department of Labour letter No. A-463, dated the 13th April 1943, reproduced at the end of this Section.

(4) Interest on the balances in hand from time to time will not be credited to the Fund.

Note.—Interest is not credited owing to the fact that the costing system in the Government Presses includes a calculation of interest, not on the original capital value, but on depreciated capital value only.

(5) The Fund will be available for the renewal of articles of plant, machinery or furniture. In cases where the original cost of an asset or group of articles being replaced is more than Rs. 500, any excess required over the original cost shall be met from revenue, but if the cost of replacement be less than the original value, the amount of saving shall be written off the Fund and surrendered to general revenues. In the case of such articles manufactured in the press the whole cost of such manufacture must be met out of the Fund.

When plant and machinery, etc. (excluding type) the original value of which is over Rs. 1,000 is transferred from one Government of India Press to another, the amount credited to the fund on that account shall also be transferred to the receiving Press.

Note.—The whole cost of a type-foundry, for example, manufacturing for the press only, should be a charge on the Fund, if it is renewing and replacing necessary stocks of type. The cost of a Mechanical Branch should be similarly treated as regards renewals, etc. manufactured in the branch. The cost in such cases is governed by the costing rules.

No. 75.

Page 185, paragraph 125—

Between the words "permitted" and "to" occurring together in line 5, of rule (7), insert "or required".

No. 76.

Page 186, paragraph 126—

At the end of this page reproduce the following letter.

LETTER FROM THE GOVERNMENT OF INDIA, DEPARTMENT OF LABOUR, TO THE CONTROLLER OF PRINTING AND STATIONERY, NEW DELHI, NO. A463, DATED THE 12TH APRIL 1943.

Reference Mr. Weakford's letter No. 35/7/38-A. & F., dated the 13th August 1940, Government of India in consultation with the Auditor General have decided that, in view of the abnormal conditions prevailing at present and the difficulty of arriving at a fairly accurate percentage for the proposed Renewal Reserve Fund, it is not desirable to make any change in the existing method of calculating depreciation in the Government of India Presses. The present rates of depreciation should therefore remain in force, pending further orders, the possibility of adopting the renewal Reserve Fund will be examined later when conditions are stabilised. They, however, consider that with a view to obviate mistakes in accounting which occurred in the past, the rules for the Depreciation Fund should be amended so as to provide for the following matters:—

- (i) When an asset is written off the books and is not replaced, the book value of the asset should be written off the capital account and the accumulated depreciation on that asset credited to revenue by debit to the Depreciation Fund.

(7) When an asset is transferred from one press to another, the accumulated depreciation on the asset should also be transferred to the receiving Press.

(8) The Depreciation Fund should be available for the renewal or replacement of articles of plant, etc., to the extent of the amount of original cost of the asset; any excess required over this amount should be met from revenue and any savings written off the Fund and surrendered to general revenues.

2. It has also been decided that depreciation should not be calculated on the value of such stationery stores or office appliances the cost of which is not met from the budget grant of the press concerned.

3. A copy of the revised rules for the Depreciation Fund in Government Presses incorporating the changes consequent on the decisions referred to in paras. 1 and 2 above is enclosed.

No. 77.

Page 194, paragraph 128—Annexure—

Delete the bracketted portion "(wooden furniture, reglets, quoins and keys as petty plant)" against "Metal furniture, reglets and quoins".

No. 78.

Page 400, Correction slip No. 35—

For the words "qualified readers" in this correction slip read "qualified revisers".

ADDENDA AND CORRIGENDA TO THE HANDBOOK OF THE
GOVERNMENT OF INDIA PRESSES

TWENTIETH SERIES

Pages 10 and 11, paragraph 14 (revised)—Calcutta Press—

(i) Put a * mark on '3' in column '2' of the statement against 'warehousemen' and insert the following footnote:—

* See footnote with the reference mark '@' against '132' in column '2' of the statement against 'Binders'.

(ii) Insert the reference mark '@' against '132' in column '2' of the statement against 'Binders' and add the following footnote:—

@ To be reduced by 15 posts as and when vacancies occur and replaced by 15 posts of warehousemen on Rs. 20-1-39 (old and revised scale) [2D/31/40 A. & F.].

(iii) For '10' in column 2 of the statement against 'Labourers' on Rs. 19 read '42'.

(iv) For '30' in column 3 of the statement against 'Labourers' on Rs. 18 read '7'.

Pages 13 and 14, paragraph 16 (revised)—New Delhi Press—

(i) For '7' in column 2 of the statement against 'Pressmen' read '6'.

(ii) For '7' in column '2' of the statement against 'Press inkers' read '6'.

(iii) For '77' in column '2' of the statement against 'Press flyboys' read '5'.

Page 20, paragraph 22 (revised)—Forms Press, Calcutta—

(i) Insert below 'Foreman' the following new entry in the statement showing the list of appointments, etc.:—

Designation of posts	Permanent	Temporary	Present scale of pay	Revised scale of pay
Stitcher Jattidar ...	1	—	50-2-40	50-2-40

(ii) For '11' in column '2' of the statement against 'binders' read '10'.

Page 26, paragraph 27-B.—Appointment of readers—

Substitute the following for the existing clause (3) of this paragraph:—

"(3) As soon as the results of any examination are available, the names of any candidates other than those of the Reading Branch previously on the waiting list will be removed from "A" list unless they qualify again at that examination." [2D/35/40 A. & F.]

Page 27, paragraph 28-A (c)—

Substitute the following for the existing sub-paragraph:—

Each ticket holder will take his ticket from the Board and drop it in a box placed outside the time-keeper's room. The time-keeper will remove the box at the opening time and place another box for late comers. Those arriving after the time fixed for attendance will drop their tickets in the late box which will be emptied after a quarter of an hour for ascertaining

cases of lateness up to 15 minutes and will be placed again outside the time-keeper's room for employees who are late from 15 to 30 minutes. The late bar will be supplied a second time half an hour after the opening time and will be placed outside again for employees who are late from 30 to 45 minutes. Any employee taking a wrong ticket off the board or found with his ticket in his possession after the board is checked will be liable to disciplinary action. Any employee taking more than one ticket will be liable to removal from service. Where a breach of rules is committed to conceal the fact of absence, disciplinary action may be taken as well as a deduction made for proved absence under section 9 of the Payment of Wages Act, 1935. Any ticket holder losing his ticket will be charged two annas for a new one.

Add the following as a new sub-paragraph (g) to paragraph 28A of the Handbook:—

A pieceworker who arrives late should immediately on arriving in his section report to the Section-holder or other person in charge of the section and in his presence enter the time of his arrival (as shown by the section-clock) and other particulars in the "late arrival" slip prescribed for the purpose. This slip will be used for the purpose of computation of any time work done by the pieceworker.

Pages 62 and 63—

Add the following as a new sub-paragraph to paragraph 34 of the Handbook:—

Grant of leave and holidays to inferior servants paid from contingencies—At the discretion of the Manager inferior servants paid from contingencies may be allowed non-cumulative casual leave with full pay up to a maximum of 15 days in a calendar year provided that they have rendered two years continuous service. This leave should be granted for casual and unavoidable absence only when a substitute is not employed and should not ordinarily exceed a week at a time. If an inferior servant resigns or is removed from service at the end of or during casual leave, he should not be paid for the period of such leave.

Inferior servants paid from contingencies may also be allowed leave with pay for Sundays and other holidays at the discretion of the heads of offices.

(Letter No. A431, dated the 16th July 1946, from the Department of Labour).

Note—A question has been raised as to whether a labourer, who is paid from contingencies and granted leave without allowance for one month after a period of less than 2 years' service—say 16 months—could be allowed, under the above order, the casual leave after a further 8 months' service or whether it would be necessary for him to put in another 24 months' service before he could be granted casual leave.

Auth.—If leave of absence without pay does not constitute an interruption in service and a contingency labourer in the example cited may be allowed the casual leave after 7 months' further service on return from the 1 month's leave without pay. (31/11/39-A, & F.)

Page 64, paragraph 39—Holidays—(Schedule under the paragraph)—

Item II (i)—New Delhi Press—

Delete the full-stop after September and add the following:—

"and last Saturdays during those months provided (1) these are treated as holidays by the Government of India Officers permanently located in New Delhi and (2) the state of work permits."

C. A. C.-2-A.

(See Art. 59-A, C. A. C. Vol. I.)

APPLICATION FOR LEAVE.

Notes : Items 1 to 9 must be filled in by all applicants whether gazetted or non-gazetted.
Item 10 applies only in the case of applicants subject to the ordinary Leave Rules under the F. R. who apply for leave on average pay on medical certificate or an extension of that leave under the proviso to F. R. 81 (b) (ii).
Item 12 applies only in the case of gazetted officers.
Items 13 and 14 apply only in the case of non-gazetted officers.

1. Name of applicant.
2. Leave Rules applicable.
3. Post held.
4. Department or Office.
5. Pay.
6. House allowance, conveyance allowance or other compensatory allowances drawn in the present post.
7. Nature and period of leave applied for and date from which required.
8. Grounds on which leave is applied for.
9. Date of return from last leave and the nature and period of that leave.
10. I undertake to refund the difference between average pay and half average pay for the period of leave on average pay which would not have been admissible had the proviso to F.R. 81(b) (ii) not been applied in the event of my retirement from service at the end or during the currency of the leave.

	Date	Signature of applicant.
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11. Remarks and/or recommendation of Controlling Officer.

	Date	Signature. Designation.
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12. Report of the Audit Officer :—

	Date	Signature. Designation.
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13. Statement of leave granted to applicant previous to this application.

Nature of leave	In current year	During past year	Total
Casual.			
Privilege.			
On average pay (includes Earned leave) under Revised Leave Rules, 1933.			
On average pay on M. C.			
On half average pay.			
On half average pay on M.C.			
On half average pay on private affairs.			
On quarter average pay.			
On quarter average pay on M.C.			
Extraordinary leave.			
Total.....			

4. Certified that _____ leave on average pay _____ for _____
 _____ earned leave _____
 months and _____ days from 197 to
 197 is admissible under article
 the _____ rule

Date

Signature.
Designation.

15. *Orders of the sanctioning authority :-

Date

Signature.
Designation.

*If the applicant is drawing any compensatory allowance the sanctioning authority should state whether on the expiry of leave he is likely to return to the same post or to another post carrying a similar allowance.